

# **SCHOOL CROSSING GUARD MANUAL**

**Police Academy  
Civilian Training Program  
2023**





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### **Mission of the Training Bureau**

The Mission of the Training Bureau is to transform uniformed and civilian members of the Police Department into law enforcement professionals, equipped with the necessary academic and tactical knowledge to protect the life, rights, property, and dignity of all the residents of the City of New York.

We believe that a well-trained professional will have a favorable impact on the diverse communities they serve, will be respected by their peers, and will be emulated by other law enforcement agencies.

We endeavor to facilitate training by utilizing technology, research and development, and meticulous instruction to ensure that members of the Police Department can continue to be lauded as New York's Finest.

### **Civilian Training Program – Mission Statement**

The mission statement of the Civilian Training Program is to provide meaningful and effective training to all participants while respecting and supporting them during their time with us. We will accomplish this through constant reevaluation of our own abilities.



# **THE MISSION**

## **CIVILIAN TRAINING PROGRAM**

**We will provide meaningful and necessary instruction for entry-level civilian employees. Through classroom interactions, we expect to:**

**Train all participants in the policies, procedures and methods to be effective members of the service.**

**Educate ourselves and improve our own ability to provide effective training.**

**Aid each participants understanding of department values with respect to their role as a member of the service.**

**Continuously reevaluate and update training needs in response to changes in policies of the department.**

**Honor and respect each participant attending our training by expressing support for their assignment.**





## **AN OPEN LETTER TO SCHOOL CROSSING GUARDS IN TRAINING**

As a member of the New York City Police Department you are expected to uphold its values. These values are an overall reflection of our commitment to the community:

**“Protect the lives and property of our fellow citizens and impartially enforce the law.”** Every time you cross a child safely or stop a child from dashing out into traffic, you fulfill this mission.

**“Fight crime both by preventing it and by aggressively pursuing violators of the law.”** After learning the routine of your crossing, you will be alert to changes that might signify illegal activity (i.e. drug dealers, child molesters, etc.). Your law enforcement role is to promptly report this information.

**Maintain a higher standard of integrity than is generally expected of others because so much is expected of us.** The safety of our children is dependent upon your sense of responsibility. It is a matter of integrity that you are on your crossing, alert, attentive and on time.

Be aware that the New York City Police Department specifically prohibits the use of Department Identification cards to gain access to the transit system or to procure discounts of any kind. Any Member of the Service found in violation of this rule is subject to disciplinary action and possible dismissal.

**Value human life, respect the dignity of each individual and render our service with courtesy and civility.** In the course of your duties you will interact with children, parents, school officials, pedestrians and motorists. In each case, it is important to remember that you are representing the Department in service to the community. You are a professional with a mission and your behavior on post must reflect that.

The next several days will be very important. We will give you the tools you need to succeed in your job. Feel free to ask questions. We will do what we can to assist you. We are here to serve you and help you serve the community.

Pamela Charlie  
Administrative Staff Analyst  
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# **SCHOOL CROSSING GUARD GENERAL REGULATIONS**

## **SCHOOL CROSSING GUARD**

1. Report punctually for duty in proper uniform as per A.G. 319-03, "Civilian Member - Uniforms/Equipment" and cover assigned crossing during designated times.
  - a. Notify desk officer prior to first crossing if unable to report for duty for any reason.
2. Communicate with precinct each work day prior to reporting for first crossing as directed by precinct commanding officer.
3. Maintain MEMORANDUM PAD (PD112-141).
  - a. Obtain replacement MEMORANDUM PAD from designated supervisor, when necessary.
4. Do not leave assigned crossing except in discharge of duty or for personal necessity.
5. Notify desk officer or designated member when leaving crossing for any reason and make entry in MEMORANDUM PAD of time leaving, premises entered and reason.
6. Request response of uniformed members immediately via precinct or 911 whenever police services are required, as necessary.
7. Comply with A.G. 304-20, "Personal Social Media Accounts and Policy," as appropriate.
8. Submit a report on Typed Letterhead when requesting a transfer and submit to commanding officer. (Refer to A.G. 319-01.)

## **FITNESS FOR DUTY**

1. Be fit for duty at all times, except when on sick report.
2. Do not consume intoxicants to the extent that member becomes unfit for duty. (Refer to A.G. 304-04.)

## **PERSONAL APPEARANCE**

1. Be neat and clean.
2. While in uniform in public view, do not chew gum, use tobacco in any form, or hold toothpicks in the mouth. (Refer to A.G. 304-07.)

## **PROHIBITED CONDUCT**

1. Using discourteous or disrespectful remarks regarding another person's age, ethnicity, race, religion, gender, gender identity/expression, sexual orientation, or disability
2. Having a romantic relationship with a subordinate member who is routinely under the direct supervision of the supervising member.
3. Engaging in a relationship beyond the scope of official duties with:
  - a. Confidential informants, witnesses, or victims while on or off duty
  - b. Any youth/young adult assigned to the various programs the Department operates (i.e., explorers, cadets, interns, volunteers, etc.) while on or off duty
  - c. Any youth/young adult who attends school where member is temporarily or permanently assigned for duty.
4. Consuming any amount of intoxicants while on duty whether in uniform or civilian clothes.
5. Carrying a package, umbrella, cane, etc., while in uniform, except in performance of duty.
6. Soliciting, collecting, or receiving money for any political fund, club, association, society, or committee, unless approved by Internal Affairs Bureau.
7. Possessing or displaying police shield, IDENTIFICATION CARD (PD416-091), Department logo, or similar object except as authorized by the Police Commissioner. (Refer to A.G. 304-06.)

## **FINANCIAL RESTRICTIONS**

The following is prohibited:

1. Purchasing city-owned real property through negotiated sale, except a city-owned residential building of six units or less, through negotiated sale.
  - a. Violation subject's member to fine, suspension or dismissal, and member may be prosecuted for a misdemeanor.
2. Authorizing use of photograph in uniform or mentioning rank, title or membership in Department for commercial advertisement.  
(Refer to A.G. 304-12.)

## **CIVILIAN MEMBER—UNIFORMS/EQUIPMENT**

School Crossing Guards, when performing duty, wear and maintain the following regulation uniform as prescribed:

- a. Cap with school crossing guard patch
- b. School Crossing Guard reflective safety vest
- c. White cotton or wool gloves
- d. Shoes of type suitable for duty performed
- e. Traffic whistle
- f. Appropriate clothing
- g. Regulation yellow raincoat and cap with school crossing guard patch in inclement weather
- h. Optional uniform items:
  - 1) Shirt – medium blue, military type long/short sleeve with NYPD patches and School Crossing Guard rockers  $\frac{1}{2}$  inch below shoulder seam on both sleeves and “SCG” collar brass on the right collar and command designation on the left collar
  - 2) Navy blue, breakaway tie with NYPD tie clip (worn with long sleeve shirt)
  - 3) Regulation blue duty trousers or optional cargo pants or shorts
  - 4) Black socks
  - 5) Black shoes, boots or sneakers (with no visible markings)
  - 6) Neon yellow gloves
  - 7) Jacket – navy blue duty jacket with NYPD patches and School Crossing Guard rockers  $\frac{3}{4}$  inch below shoulder seam on both sleeves
- i. Optional winter items:
  - 1) Winter hat – white soft vinyl with black mouton trimming, to be worn only when the temperature is expected to fall below 32 degrees Fahrenheit
  - 2) Winter Knit Hat – ANSI safety yellow knitted wool hat, with “NYPD” embroidered in navy blue block letters across the front. To be worn with

duty jacket, when the temperature is expected to fall below 32 degrees Fahrenheit.

- 3) Ear muffs – black wool headband type, to be worn in conjunction with authorized cap.

Guards are responsible for the upkeep of their uniforms. Uniform allowance is normally paid in December, upon completion of six months service. There will be a delay of one (1) month for each month a guard exceeds five (5) working days in a no pay status. (Refer to A.G. 319-03.)



## **SCHOOL CROSSING GUARD MEMORANDUM BOOK**

Your memorandum book will be issued by the School Crossing Guard Coordinator at your assigned command. In this book you are to record your daily activities as follows:

1. All activities and tasks performed during a tour of duty are recorded in chronological order.
2. Use every page of memo pad; do not tear out any pages.
3. Enter date and assignment on each day of duty; record all action taken, including reports of violations.
4. Record any absence from assignment and reason.
5. Sign memo pad with full name at end of each day of duty.
6. Any department supervisor or competent authority may inspect or review memo books during a tour.
7. The next day's report should be started directly under the signature of the previous day, until the page is full. Continue this procedure until the entire book is completed.
8. When the pad is full, return the used pad with pages intact to your coordinator.
9. Use unlined rear pages for notes, diagrams and descriptions. Examples: Plate numbers, suspicious person (s), car accident, deviant student (s).
10. Alert supervisor to any entries in memo book of any action taken or absence from assignment.
11. At some point in time, your memo book may be submitted as evidence at a court hearing. You may also be called to testify. Whatever the circumstances, be sure to practice documenting all pertinent information during a tour.
12. The amount of time it will take each School Crossing Guard to complete his/her memo book will vary.
13. School Crossing Guards should leave sufficient space for the coordinator to sign when memo book is near completion.
14. When School Crossing Guard takes book into precinct for a new one, supervisor will enter time, sign, file the old pad, and issue a new pad, beginning the process all over again.

NOTE: Look at diagram #1 and diagram #2 on the next pages for your reference.

## **MEMO BOOK COVER AND MEMO BOOK ENTRIES**

**NOTE:** The following graphic displays an example of the front cover of a memo book (PD 112-141). Note that the cover would be **orange** in color.

Each memo book is assigned to the school crossing guard who is responsible for it. Memo books are obtained from a supervisor and are inspected and signed by supervisors during review of school crossing guards actions.

Make entries in black/blue ink. Beginning on first line at top of page and continuing thereafter accounting for each scheduled tour.

### **MEMO BOOK ENTRIES**

Utilize blank side of each page for notes, diagrams, sketches, etc. when necessary.

Carry memo book in regulation leather binder.

Correct errors by drawing a single line through an incorrect entry and initial. Do not erase.

Begin each tour's entry on next open line following previous tour closing entry. **Do not skip lines.**

Write or print legibly; abbreviations may be used.

Do not remove pages for any reason or use memo book as scrap or for notes.

### **DIAGRAM # 1**

Diagram illustrating the front cover of a memo book (PD 112-141). The cover is gray with a black border. The text "CITY OF NEW YORK" is at the top right, followed by "POLICE DEPARTMENT" in bold. Below that is "Memorandum Pad" in large bold letters. On the left side, there are two vertical lines with labels: "Name" at the top and "Command" at the bottom. The bottom left corner has the text "PD 112-141 (Rev. 12-91)".

**MEMO BOOK ENTRIES  
CONTINUED.....**

This graphic depicts the format for memo book entries.

Memo books will be inspected periodically by your supervisor or any department supervisor or competent authority.

If your writing is illegible, entries must be printed in block letters.

If you have been authorized to leave your post at any time during your tour, this must be reflected in your memo book.

Do not make entries regarding weather conditions as a part of required information. This information may be mentioned in the body of an entry if it is relevant to the situation.

The entry depicted is a sample. Entries will vary, depending upon your daily experiences.

**DIAGRAM # 2**

Thursday, 7/20/23 Post #2

0730 Present for Duty

0900 Off Post

1200 Return to Post

1300 Off Post

1430 Return to Post

1500 End of tour

SCG Your Signature

Friday 7/21/23 Post #2

0730 Present for Duty, Raining

Traffic light is flashing yellow

in all four directions. Will

notify coordinator

0900 Off Post

1200 Return to Post

1300 Off Post

1430 Return to Post

1500 End of Tour

SCG Your Signature

SAT 7/23/23 RDO

SUN 7/24/23 RDO

Monday 7/25/23 Post #2

0730 Present for Duty

0900 Off Post

1200 Return to Post

1300 Off Post

1400 Return to Post

## **MILITARY TIME**

Military time is used in the Police Department to ensure a uniform standard and to record the time of incidents that occur. It is expected that all members of the Department use military time when preparing reports. The following are examples of military time:

0001 – one minute after midnight  
0005 – five minutes after midnight  
0015 – fifteen minutes after midnight  
0030 – thirty minutes after midnight  
  
0000 – 12 A.M./MIDNIGHT (0001, 0015, 0045)  
0100 – 1 A.M. (0110, 0130, 0145)  
0200 – 2 A.M. (0210, 0230, 0245)  
0300 – 3 A.M. (0310, 0330, 0345)  
0400 – 4 A.M. (0410, 0432, 0439)  
0500 – 5 A.M. (0506, 0533, 0550)  
0600 – 6 A.M. (0620, 0640, 0650)  
0700 – 7 A.M. (0708, 0738, 0758)  
0800 – 8 A.M. (0810, 0820, 0840)  
0900 – 9 A.M. (0913, 0923, 0933)  
1000 – 10 A.M. (1005, 1035, 1045)  
1100 – 11 A.M. (1120, 1130, 1150)  
1200 – 12 P.M./NOON TIME (1205, 1230, 1255)  
1300 – 1 P.M. (1315, 1340, 1350)  
1400 – 2 P.M. (1410, 1420, 1445)  
1500 – 3 P.M. (1514, 1533, 1555)  
1600 – 4 P.M. (1605, 1645, 1650)  
1700 – 5 P.M. (1715, 1730, 1745)  
1800 – 6 P.M. (1809, 1844, 1859)  
1900 – 7 P.M. (1915, 1930, 1945)  
2000 – 8 P.M. (2005, 2020, 2040)  
2100 – 9 P.M. (2111, 2122, 2140)  
2200 – 10 P.M. (2218, 2228, 2255)  
2300 – 11 P.M. (2315, 2330, 2345)  
0000 – 12 A.M./MIDNIGHT (0001, 0015, 0045)

As a School Crossing Guard you may, while on duty, prepare at least one of the following reports, or record a situation which requires you to indicate the time of occurrence.

- A. MAKE MEMO BOOK ENTRIES
- B. TIME OF INCIDENT

# Military Time Chart



## A.M. (MILITARY)

12:00 = 0000	6:00 = 0600
1:00 = 0100	7:00 = 0700
2:00 = 0200	8:00 = 0800
3:00 = 0300	9:00 = 0900
4:00 = 0400	10:00 = 1000
5:00 = 0500	11:00 = 1100

## P.M. (MILITARY)

12:00 = 1200	6:00 = 1800
1:00 = 1300	7:00 = 1900
2:00 = 1400	8:00 = 2000
3:00 = 1500	9:00 = 2100
4:00 = 1600	10:00 = 2200
5:00 = 1700	11:00 = 2300

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## **REGULATING TRAFFIC**

YOUR PURPOSE AS A SCHOOL CROSSING GUARD IS TO PROTECT CHILDREN AT SCHOOL CROSSINGS. FOR YOU TO ACCOMPLISH THIS, YOU WILL:

1. Regulate traffic in accordance with traffic signals.
2. Stop traffic to permit children to cross if there are no traffic signals.
3. Regulate traffic only as necessary to escort children safely across the street.
4. Remain on sidewalk near the curb when not directing children across the street.
5. Inform person requesting police services of appropriate telephone number (s) (911, or local precinct); direct person to uniformed member of the service, signal box, or station house.
6. Be familiar with Traffic Regulations and Vehicle Traffic Laws.
7. Make memo book entry of observed violations, including license plate number, description of vehicle and person driving. Do not attempt to stop vehicle or violator.

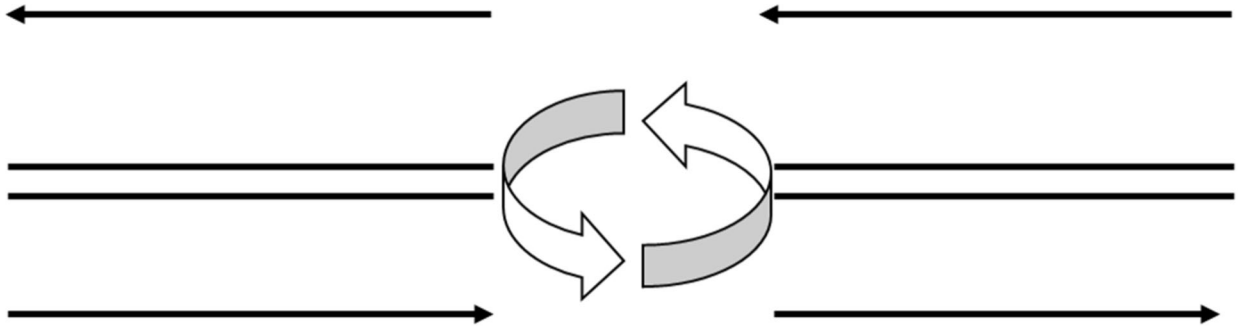
## **TRAFFIC OPERATIONS DISTRICT SAFETY REPORTS**

YOUR PRIME OBJECTIVE IS SAFETY FOR YOURSELF AND THE CHILDREN. LISTED BELOW ARE A FEW SAFETY HINTS:

1. Constant alertness is an absolute requisite when directing traffic.
2. When directing traffic in the center of an intersection, do not step backwards. However, you should not be in the intersection. You should be on the corner with your children unless an emergency arises.
3. Be careful of protruding objects from trucks, such as:  
Mirrors, overhanging cargo, open side or rear doors, flapping canvas, loose chains and ropes. Watch for damaged chrome strips and torn fenders on private vehicles.
4. Give clear and concise hand signals. The driver must know what your signal means. On the "Stop" signal, be sure your hand reaches above your head and they stop prior to children leaving the curb.
5. Be extremely cautious of turning trailers; on such turns the cab of the vehicle will not track the same path as the box.

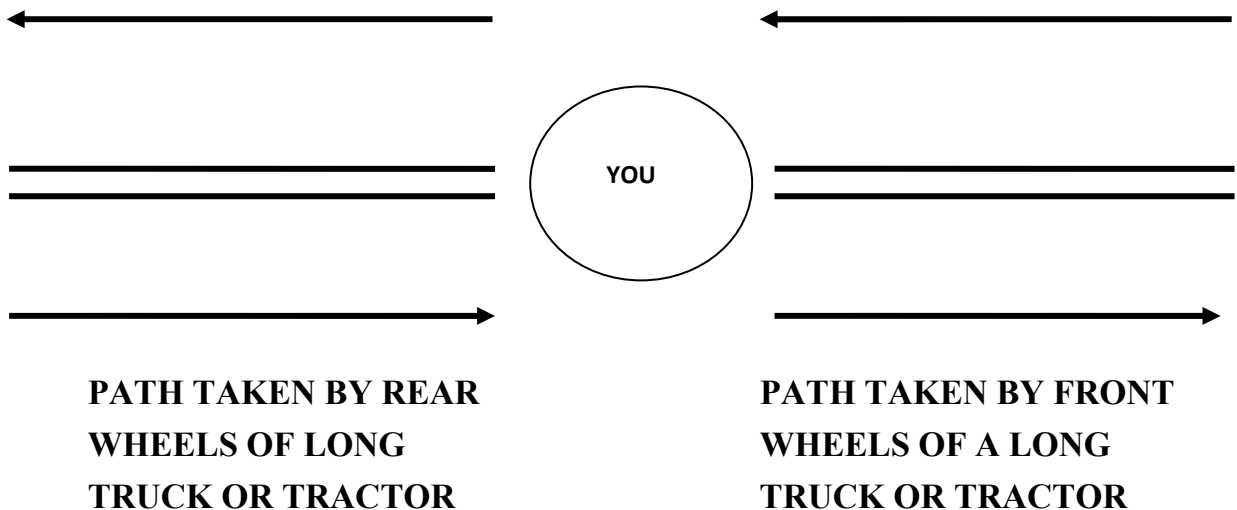
6. When turning around in an intersection, always turn in the same direction in which traffic is moving. Turn with the vehicle

**RULE: ALWAYS TURN YOUR BODY IN THE SAME DIRECTION AS THE MOVEMENT OF TRAFFIC (THIS IS USUALLY TO YOUR LEFT IF YOU ARE STANDING IN THE MIDDLE OF A TWO WAY STREET.)**



7. Keep turning vehicle in front of you, especially trucks and buses.

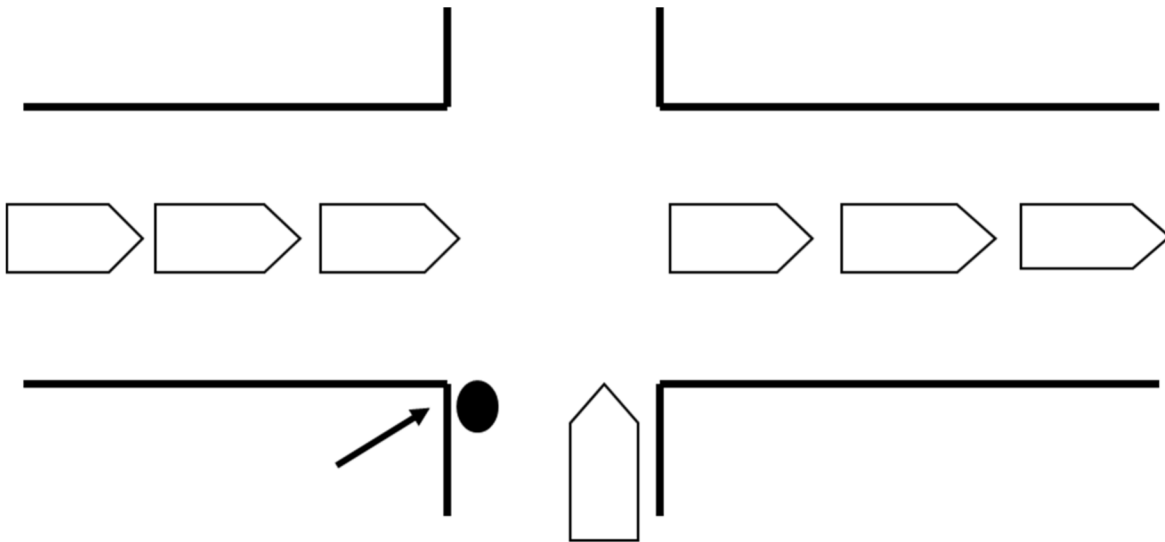
**RULE: ALWAYS KEEP TURNING VEHICLES IN FRONT OF YOU. THE LONGER THE VEHICLE, THE MORE DIFFERENCE THERE WILL BE BETWEEN THE FRONT AND REAR WHEELS OF THE VEHICLE.**



8. Be extremely careful during inclement weather. Rain gear obstructs your vision and the motorist vision as well.



9. Check all traffic equipment upon arrival at post. Make sure all SIGNS ARE IN PLACE AND VISIBLE TO THE MOTORIST.
10. If your post is unfamiliar to you, stand aside and study the timing and operation of the signals and the flow of traffic.
11. Keep intersection open at all times—prevent “SPILLBACKS.”



12. Conditions change daily. This change will force you to change the place from which you will control the intersection.
13. When “pulling” traffic caution must be used to prevent accidents. Use the whistle to gain attention of pedestrians and motorists. Make sure they understand your signals and intentions. This will only be done if directed to do so by a supervisor who has responded to the scene.
14. When a motorist seeks information or direction direct them to the side. Do not permit anyone to stand in the intersection unless the answer is very brief.

Even though you do not have the authority to issue summons, an understanding of the traffic law will make your job easier.

**NEVER** give permission for a driver to violate any Traffic Regulation or Posted Sign. You could be held accountable if anything were to go wrong as a result of your giving such permission.

LISTED BELOW ARE OFTEN USED EXCERPTS FROM THE **VEHICLE TRAFFIC LAW (VTL)**. FAMILIARIZE YOURSELF WITH THESE AND OTHER VEHICLE TRAFFIC LAWS.

## **ARTICLE 19 – LICENSING OF DRIVERS**

### **SEC. 501. DRIVERS’ LICENSES AND LEARNER’S PERMITS**

- A. A driver with a learner’s permit shall be valid only under the following circumstances:
  - a. For the operation of a motor vehicle of a type which could be operated by the holder of the class of license for which application is being made.
  - b. When the holder is under the immediate supervision and control of a person at least eighteen years of age who holds a license valid in this state for the operation of the type of vehicle being operated.

## **TITLE VII – RULES OF THE ROAD**

### **ARTICLE 23 – OBEDIENCE TO AND EFFECT OF TRAFFIC LAWS**

#### **SEC. 1102. OBEDIENCE TO POLICE AND OTHERS**

No person shall fail or refuse to comply with any lawful order or direction of any police officer or other person duly empowered to regulate traffic.

### **ARTICLE 24 – TRAFFIC SIGNS, SIGNALS AND MARKINGS**

#### **SEC. 1111. TRAFFIC CONTROL SIGNAL INDICATIONS**

When traffic is controlled by traffic control signals exhibiting different colored lights successively, or color lighted arrows, the following colors shall indicate and apply to drivers of vehicles and pedestrians, except as superseded by pedestrian control signals, as follows:

A. GREEN ALONE:

- a. Vehicle traffic facing a steady green signal may proceed straight through or turn right or left unless a sign at such place prohibits either such turn. Such traffic, including vehicles turning right or left, shall yield the right of way to other traffic lawfully within the intersection or an adjacent crosswalk at the time such signal is exhibited.
- b. Pedestrians facing any steady green signal, except when the sole green signal is a turn arrow, may proceed across the roadway within any marked or unmarked crosswalk.

B. STEADY YELLOW ALONE, DARK PERIOD, OR RED-GREEN COMBINED WHEN SHOWN FOLLOWING THE GREEN SIGNAL:

- a. Traffic, except pedestrians, facing a steady circular yellow signal may enter the intersection; however, said traffic is thereby warned that the related green movement is being terminated or that a red indication will be exhibited immediately thereafter.
- b. Traffic, except pedestrians, facing a steady yellow arrow signal may cautiously enter the intersection only to complete the movement indicated by such arrow or make such other movement as is permitted by other indications shown at the same time; however, said traffic is thereby warned that the related green arrow movement is being terminated or that a red indication will be exhibited immediately.
- c. Unless otherwise directed by a pedestrian-control signal, pedestrians facing any steady yellow signal are thereby advised that there is insufficient time to cross the roadway before a red indication is shown and no pedestrian shall then start to cross the roadway.

C. STEADY RED ALONE:

- a. Traffic, except pedestrians, facing a steady red signal shall stop at a clearly marked stop line, but if none then shall stop before entering the crosswalk on the near side of the intersection or shall remain standing until an indication to proceed is shown.
- b. Traffic facing a steady circular red signal may cautiously enter the intersection to make a right turn after stopping, except that right turning traffic is not required to stop when a steady right green arrow is shown at the same time. Such traffic shall yield the right-of-way to pedestrians within a marked or unmarked crosswalk at the intersection and to other traffic lawfully using the intersection.

## SEC. 1112. PEDESTRIAN – CONTROL SIGNAL INDICATIONS

Whenever pedestrian control signals exhibiting the words “**WALK**” and “**DON’T WALK**,” or exhibiting signals of a walking person or upraised hand, such signals shall indicate and apply to pedestrians as follows:

- A. STEADY WALK OR WALKING PERSON - Pedestrians facing such signal may proceed across the roadway in the direction of the signal and shall be given the right of way by other traffic.
- B. FLASHING DON’T WALK OR UPRAISED HAND - No pedestrian shall start to cross the roadway in the direction of such signal, but any pedestrians who have partially completed their crossing on the WALK or walking person signal shall proceed to a sidewalk or safety island while the flashing DON’T WALK or upraised hand signal is showing.
- C. STEADY DON’T WALK OR UPRAISED HAND - No pedestrian shall start to cross the roadway in the direction of such signal, but any pedestrians who have partially completed their crossing on the WALK or flashing DON’T WALK signal shall proceed to a sidewalk or safety island while the steady DON’T WALK signal is showing.

## ARTICLE 26 – RIGHT OF WAY

### SEC. 1143. VEHICLE ENTERING STOP OR YIELD INTERSECTION

- A. Except when directed to proceed by a police officer, every driver of a vehicle approaching a stop sign shall stop and after having stopped, shall yield the right-of-way to any vehicle which has entered the intersection from another highway or which is approaching so closely as to constitute an immediate hazard during the time when such driver is moving across or within the intersection.
- B. The driver of a vehicle approaching a yield sign shall in obedience to such sign slow down to a speed reasonable for existing conditions, or shall stop if necessary, and shall yield the right-of-way to any pedestrian legally crossing the roadway on which he is driving and to any vehicle in the intersection or approaching on another highway so closely as to constitute an immediate hazard.

SEC. 1146. DRIVERS TO EXERCISE DUE CARE

Notwithstanding the provisions of any other law, every driver of a vehicle shall exercise due care to avoid colliding with any bicyclist, pedestrian or domestic animal upon any roadway and shall give warning by sounding the horn when necessary.

**ARTICLE 27 PEDESTRIANS' RIGHTS AND DUTIES**

SEC. 1152. CROSSING AT OTHER THAN CROSSWALKS

- A. Every pedestrian crossing a roadway at any point other than within a marked or unmarked crosswalk shall yield the right of way to all vehicles upon the road.
- B. No pedestrian shall cross a roadway intersection diagonally unless authorized by official traffic-control devices; and, when authorized to cross diagonally, pedestrians shall cross only in accordance with the official traffic-control devices pertaining to such crossing movements.

SEC. 1115. INTERFERENCE WITH OFFICIAL TRAFFIC-CONTROL DEVICES, RAILROAD SIGNS OR SIGNALS AND OTHER HIGHWAY APPURTENANCES.

- A. No person shall without lawful authority attempt to alter, deface, injure, knock down, cover, remove or interfere with any official traffic-control device or any railroad sign or signal, or any inscription, shield, or insignia thereon; any bridge, or similar structure; any monument, lamppost, telephone pole, fence, walk, curb, tree, rock cut or other appurtenance on a highway right of way.

**ARTICLE 28 – TURNING AND STARTING AND  
SIGNALS ON STOPPING AND TURNING**

SEC. 1163. TURNING MOVEMENTS AND REQUIRED SIGNALS

- A, No person shall turn a vehicle at an intersection unless the vehicle is in proper position upon the roadway, or turn a vehicle to enter a private road or driveway, or otherwise turn a vehicle from a direct course or move right or left upon a

roadway unless and until such movement can be made with reasonable safety. No person shall turn any vehicle without giving an appropriate signal.

SEC. 1161. U TURNS IN CERTAIN AREAS PROHIBITED

No motor vehicle shall make a U turn upon any curve or upon the approach to, or near the crest of a grade, where such motor vehicle cannot be seen by the driver of any other motor vehicle approaching from either direction within 500 feet.

**ARTICLE 29 – SPECIAL STOPS REQUIRED**

SEC. 1172. YIELD SIGNS

The driver of a vehicle approaching a YIELD or YIELD RIGHT OF WAY sign shall slow to a reasonable speed for existing conditions of traffic and visibility, stopping if necessary, and shall yield the right of way to all traffic on the intersecting street which is so close as to constitute an immediate hazard. Proceeding past such sign with resultant collision or other impediment or interference with traffic on the intersecting street shall be deemed *prima facie* (at first look) in violation of this regulation.

SEC. 1175. OBSTRUCTING TRAFFIC AT INTERSECTION

When vehicular traffic is stopped on the opposite side of an intersection, no person shall drive a vehicle into such intersection, except when making a turn, unless there is adequate space on the opposite side of the intersection to accommodate the vehicle he/she is driving.

**ARTICLE 32 – STOPPING, STANDING, PARKING**

SEC. 1200. BASIC RULES

- A. When stopping is prohibited by signs or regulations, no person shall stop, stand or park a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of any police officer or traffic-controlled sign or signal.

- B. When standing is prohibited by local law, ordinance, order, rule or regulation, no person shall stand or park a vehicle, whether occupied or not, but may stop temporarily for the purpose of and while actually engaged in receiving or discharging passengers.
- C. When parking is prohibited by this article, or by local law, ordinance, order, rule or regulation, no person shall park a vehicle, whether occupied or not, but may stop or stand temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers.
- D. When official signs have been posted prohibiting restricting or limiting the stopping, standing or parking of vehicles on any highway, no person shall stop, stand or park any vehicle in violation of the restrictions stated on such signs.

## **ARTICLE 33 – MISCELLANEOUS RULES**

### SEC. 1225. AVOIDING INTERSECTION OR TRAFFIC-CONTROLLED DEVICE

- A. No person shall drive across or upon a sidewalk, driveway, parking lot or private property, or otherwise drive off a roadway, in order to avoid an intersection or traffic-control device

### SEC. 1225a. DRIVING ON SIDEWALKS

- B. No person shall drive on or across a sidewalk, except that a vehicle may be driven at a responsible speed, but not more than five (5) miles per hour, on or across a sidewalk in such manner as not to interfere with the safety and passage of pedestrians thereon, who shall have the right of way, when it is reasonable and necessary.

### SEC. 1211. LIMITATIONS ON BACKING

- A. The driver of a vehicle shall not back the same unless such movement can be made with safety and without interfering with other traffic.
- B. The driver of a vehicle shall not back the same upon any shoulder or roadway of any controlled-access highway.

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## **SCHOOL CROSSING GUARDS INJURED WHILE PERFORMING DUTY**

When an injury occurs to a School Crossing Guard while performing duty, an immediate request will be made for a supervisor to respond to the scene. If possible, the guard will prepare, in their own handwriting, two (2) copies of employee's notice of injury. (Refer to P.G. 216-12.)

## **SCHOOL CROSSING GUARD ASSIGNMENT**

Your command will instruct you on the location of your crossing and the hours you are on duty.

## **SCHOOL CROSSING GUARD TRANSFER REQUEST**

When a school crossing guard desires a transfer, they must make a request as follows:

1. Have school crossing guard submit a report on TYPED LETTERHEAD (UF49) specifying:
  - Name
  - Tax Number
  - Present Command
  - Precinct desired
  - New crossing desired (if known).
2. Commanding Officer will approve/disapprove school crossing guard transfer request and forward to Chief of Personnel for final determination, as necessary. (Refer to A.G. 319-01.)

## **COMMAND DISCIPLINES (CD) AND AUTHORIZED PENALTIES**

There are three types of CDs: Schedule A; Schedule B; and Schedule C. The Schedule A and Schedule B permit the commanding/executive officer of the unit involved to address minor misconduct/rule violations and set the penalty within the established ranges for each type of CD as described in the NYPD Disciplinary System Penalty Guidelines (available on the Department Intranet). The Schedule C is only issued by the Department Advocate for certain enumerated offenses and utilized in lieu of Charges and Specifications

**Schedule A Command Discipline** - A Schedule A is non-judicial discipline that can be issued by a commanding/executive officer for any minor violation, not specifically listed as a Schedule A, in order to correct deficiencies. Examples of minor violations (i.e., absence from post or assignment, improper uniform, etc.) are listed in the NYPD Disciplinary System Penalty Guidelines, available on the Department Intranet.

**Schedule B Command Discipline** -A Schedule B is a non-judicial punishment that can be issued by a commanding/executive officer for the following violations:

- a. Loss of shield
- b. Failure to safeguard prisoner
- c. Loss of Department property, except IDENTIFICATION CARD (PD416-091) and Department issued smartphone
- d. Failure to respond, report disposition promptly or acknowledge radio calls directed to member's unit
- e. Bringing alcoholic beverages into a Department facility or vehicle unless it is within the scope of an assignment
- f. Loss of ACTIVITY LOG (PD112-145)
- g. Failure to give name and shield number to person requesting
- h. Unauthorized radio transmissions
- i. Unauthorized use of a Department vehicle
- j. Any Force, Abuse of Authority, Discourtesy, and Offensive Language (FADO) violation that, in the opinion of the CCRB or NYPD is appropriate
- k. Any other violation, which, in the opinion of the commanding/executive officer and after notification to the patrol borough adjutant and consultation with the Department Advocate is appropriate.

**Schedule C Command Discipline** - A Schedule C is adjudicated by the Department Advocate in lieu of Charges and Specifications for situations in which there are no significant aggravating factors or additional misconduct. A Schedule C carries a penalty of up to twenty (20) days.

For authorized penalties for Command Disciplines Schedule A, B, and C, refer to A.G. 318-01 and NYPD Disciplinary System Penalty Guidelines, available on the Department Intranet.

## **SCHOOL CROSSING GUARD ANNUAL LEAVE**

Annual Leave Allowance is combined vacation, personal business and religious holiday leaves, which is accrued in hours and minutes monthly. (As per the School Crossing Guard Calendar, SCGs will receive accrued vacation time payment three (3) times per year.)

Leave is granted for part-time, per annum, hourly, per diem, per session, and seasonal civilian members, who work at least one-half the regular hours of full time members, as follows: (Refer to A.G. 319-04.)

<b>YEARS IN SERVICE</b>	<b>ACCRUAL</b>
At the beginning of the member's 1st year	1 hour for 15 hours worked
At the beginning of the member's 5th year	1 hour for 11 hours worked

## **ABSENCE WITHOUT LEAVE**

If a member is absence without leave, Charges and Specifications will be prepared and forwarded, and a complaint report prepared for any department property not accounted for. (Refer to A.G. 318-07.)

If a member is delinquent in complying with sick reporting procedures, the commanding officer/supervisory head will notify the sick member by telephone or have notification made by radio motor patrol car, of delinquency. If the member concerned fails to communicate with commanding officer/supervisory head within twenty (20) consecutive workdays after being notified of delinquency, termination of member will be requested. (Refer to A.G. 319-07.)

## **EXCUSED ABSENCES WITH PAY**

The following absences are excusable without charge to sick or annual leave balances.

1. Court attendance. Leave is granted when you are under subpoena or court order and do not have a personal interest in the case and attendance is not related to other employment or employees.
2. Civil service exams. You are excused to take New York City Civil Service exams, and for official investigation and appointment, only for titles used by the Department. Attendance at other examinations or interviews is charged to your annual leave balance or compensatory time. Appeals of examinations must be conducted on your own time.
3. Labor-Management joint activities. The Department may excuse, with pay, absences by employee representatives who are designated by their unions to engage in specified labor-management joint activities as per Mayor's Executive Order No. 75, 1973. For details, see Administrative Guide procedure 332-17, "Union Release Time."
4. Health Department Quarantine. A member affected by a Health Department quarantine ruling may be excused.
5. Death in the immediate family. If you experience a death in the immediate family, you may be excused for up to four consecutive working days. Immediate family for this purpose is: spouse, registered domestic partner, parent, child, grandchild, brother, sister, father-in-law, mother-in-law, or any relative residing in the household, parent or child of a domestic partner, or a relative of a domestic partner who resides in the household. Additional information can be found in Administrative Guide procedure 324-06, "Bereavement Leave."
6. Cancer Screenings Excused Absence for cancer screenings up to four hours, see Operations Order 30 (2018) (Refer to A.G. 319-05, A.G. 324-06, A.G. 332-17, O.O. 30 (2018) and Civilian Employee Reference Manual.)

## **SCHOOL CROSSING GUARD SICK LEAVE**

### **Sick Absences**

When personal illness or injury prevents the proper performance of duty notify your commanding officer/supervisory head in person, by competent messenger or telephone, two (2) hours prior to the scheduled tour, if possible, but no later than the start of the tour, when reporting sick or returning from sick report. If the command is closed, report illness/injury before the next business day.

Complete a CIVILIAN SICK LEAVE REPORT (PD429-123), sign and attach all medical documentation to the form and submit to the commanding officer/supervisory head immediately upon return to duty. (Refer to A.G. 319-07.)

For new hires, sick absences may be WITHOUT PAY. Sick leave while in training is granted at the discretion of the Civilian Training Program Coordinator.

While in training, if you report sick, you MUST provide documentation (a note from a licensed health practitioner) immediately upon return from sick. Failure to provide proper documentation will result in disciplinary action (COMMAND DISCIPLINE).

### **Sick Leave Accrual and Usage**

School Crossing Guards as part time members who regularly work at least one half the hours in the required work for full-time members in the same title, shall accrue sick leave credits of one hour of leave for every twenty (20) hours actually worked with no maximum sick leave balance.

In the event you report sick during the training period, it is more likely you will be carried "Sick Without Pay" because you have not worked enough hours to accrue a sick day. (Refer to A.G. 319-07.)

## **CIVILIAN EMPLOYEE RESIGNATION**

A civilian member of the service may resign in person or personal letter to their commanding officer/supervisor head, or to the Human Resources Division.

Upon resigning the member must return his/her Department identification card, Department parking permit (if issued), and any other Department property in their possession. Failure to do so may result in the member's paycheck being held or termination until or unless all property is returned. (Refer to 319-10.)

## **CIVILIAN EMPLOYEE REPORTING FOR JURY DUTY**

1. Upon receipt of subpoena for jury duty, show subpoena to commanding officer/supervisory head.
2. Submit Certificate of Service to commanding officer/supervisory head upon completion of jury duty. (Refer to A.G. 319-13.)

**SCHOOL CROSSING GUARDS WILL IMMEDIATELY NOTIFY THE  
STATION HOUSE WHEN A PERSON IS INJURED OR AN ACCIDENT  
OCCURS AT A CROSSING**

**HAND SIGNALS**

**AND**

**ROAD SIGNS**

# ROAD SIGNS YOU MUST KNOW AND RECOGNIZE



NO U-TURN



KEEP RIGHT OF  
DIVIDER



NO LEFT  
TURN



TWO-WAY TRAFFIC



DIVIDED HIGHWAY  
ENDS



SLIPPERY WHEN  
WET



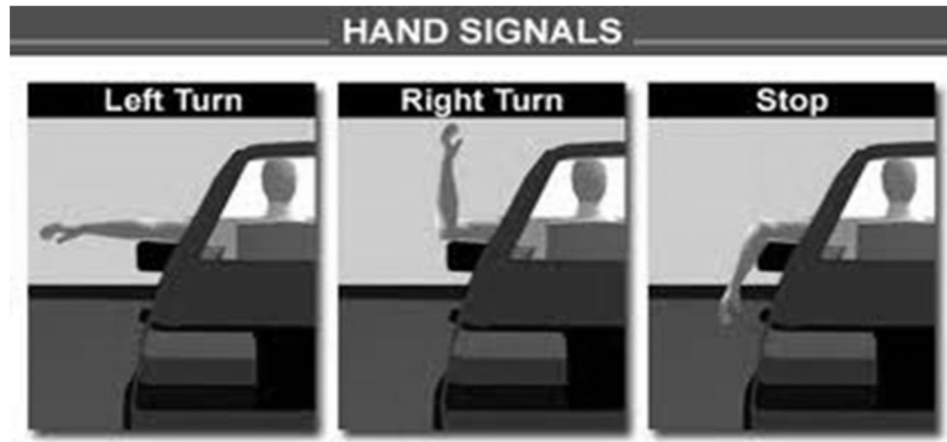
MERGING TRAFFIC  
ENTERING FROM RIGHT



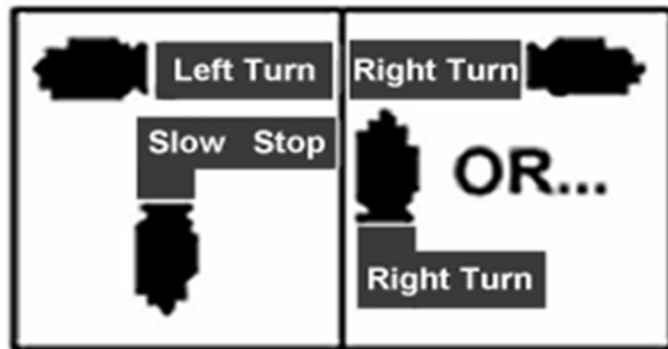
SCHOOL CROSSING



# HAND SIGNALS



ABOVE: Make sure you always signal before you make a turn or change lanes. It is important that other highway users know your intentions. The law requires you to signal a turn or lane change with directional or hand signal at least 100 feet ahead. The required hand signals are shown above.



ABOVE: Bicyclist also must use hand signals for lane changes. The hand signals they use are somewhat different from the standard signals drivers use.

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# APPENDIX

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A.G. 304-06	PROHIBITED CONDUCT	04/04/2022 *
A.G. 304-07	PERSONAL APPEARANCE	06/10/2021*
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A.G. 318-01	COMMAND DISCIPLINES AND AUTHORIZED PENALTIES	02/16/2022*
A.G. 318-07	SUSPENSION FROM DUTY - CIVILIAN MEMBER OF THE SERVICE	03/07/2023*
A.G. 319-01	SCHOOL CROSSING GUARD - GENERAL REGULATIONS	11/18/2021*
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A.G. 319-13	REIMBURSEMENT TO CITY FOR JURY SERVICE	11/18/2021*
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O.O. 14 (2017)	PILOT PROGRAM – SCG LEVEL II IN PBQS	03/21/2017*
O.O. 30 (2018)	EXCUSED ABSENCE FOR CANCER SCREENING	05/29/2018*
Civilian Employee Reference Manual 4_1_21.pdf (nypd.org)	<a href="https://portal.nypd.org/sites/391/Lists/NYPDManuals/Civilian%20Employee%20Reference%20Manual%204_1_21.pdf">https://portal.nypd.org/ sites/391/Lists/ NYPDManuals/ Civilian%20Employee% 20Reference%20Manual% 204_1_21.pdf</a>	Available through the Department Portal

\*Date effective



## ADMINISTRATIVE GUIDE

Section: General Regulations		Procedure No: 304-04
<b>FITNESS FOR DUTY</b>		
DATE EFFECTIVE: 04/21/22	LAST REVISION: I.O. 45	PAGE: 1 of 2

### FITNESS FOR DUTY

1. Be fit for duty at all times, except when on sick report.
2. Do not consume intoxicants to the extent that member becomes unfit for duty.

### ADDITIONAL DATA

*All members of the service are required to remain fit for duty as specified above, and are reminded of their absolute responsibility to remain fit for duty while in possession of their firearms.*

*Any misconduct involving a member's misuse of a firearm while unfit for duty due to excessive consumption of, and intoxication from, alcohol will result in that member's termination from the Department. Exceptional cases will be determined by the Police Commissioner, on a case by case basis.*

*Furthermore, any misconduct involving members who are found to be unfit for duty due to excessive consumption and intoxication from alcohol, while armed with a firearm, will result in the inclusion of the charge of "Unfit For Duty While Armed," in Departmental disciplinary proceedings. In addition to those penalties imposed as a result of all other charges stemming from the misconduct, strict punitive sanctions will be imposed for any member upon whom the charge has been substantiated.*

*Additionally, a uniformed member of the service who refuses to submit to chemical testing in connection with an alleged violation of section 1192 of the New York State Vehicle and Traffic Law (Driving While Intoxicated) will be charged with violating Administrative Guide procedure 304-06, "Prohibited Conduct," "Engaging in conduct prejudicial to the good order, efficiency, or discipline of the Department."*

*Members of the service are also reminded of the Department's commitment to the many counseling and assistance programs available for a wide variety of problems. Members who are experiencing problems related to alcohol, or know of any other member who may be experiencing problems related to alcohol, are strongly encouraged to call HELPLINE, in order to achieve confidential assistance.*

### DEPARTMENT POLICY STATEMENT CONCERNING THE OPERATION OF A MOTOR VEHICLE UNDER THE INFLUENCE OF ALCOHOL

*i. Any uniformed member of the service who causes serious physical injury to another person while operating a motor vehicle and is determined to be unfit for duty due to the consumption of alcohol will be terminated from the New York City Police Department, absent exigent circumstances.*

*ii. Any negotiated penalty in a Department disciplinary proceeding, involving a uniformed member of the service who is determined to have been operating a motor vehicle while unfit for duty due to the consumption of and/or intoxication from alcohol shall include a period of Dismissal Probation. Additionally, uniformed members of the service involved in incidents either on or off duty where alcohol is deemed a contributing factor, and where pursuant to a negotiated penalty in a Department disciplinary proceeding are required to submit to ordered breath testing, the negotiated*

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**ADDITIONAL  
DATA  
(continued)**

*penalty may also include a period of Dismissal Probation. Further, any such negotiation shall include the subject officer's agreement to submit to ordered breath testing for the presence of alcohol while on duty or off duty, during the period of probation, or other agreed upon time period. Should the member be found unfit for duty or refuse to submit to breath testing, this will result in additional disciplinary action against the subject officer which may include termination.*

*iii. Members of the service whose alcohol consumption has caused problems for them or others are urged to self-report before they are responsible for a serious incident and the above disciplinary action becomes necessary. They can do so in complete confidence by calling the Counseling Services Unit. Additionally, members who are experiencing problems related to alcohol, are strongly encouraged to call HELPLINE or the Police Organization Providing Peer Assistance, (POPPA). POPPA is a joint labor-management cooperative effort involving the implementation of a union-operated, alternative employee assistance program. Both HELPLINE and POPPA offer confidential services.*

*iv. Members of the service with alcohol-related problems may also be referred to the Counseling Services Unit by supervisors, other Department units, or as the result of an alcohol related incident. However, the Department's objective, at all levels, is early detection and referral of personnel for evaluation and treatment before drinking causes problems in work performance or worse.*

*v. The Counseling Services Unit maintains strict standards of confidentiality as set forth in Title 42 of Federal guidelines governing alcoholism programs, and it does not act as part of the Department's disciplinary system. The Counseling Services Unit's mission is to assist in recovery and return to full and productive service those members of the Department who are experiencing problems with alcohol. The unit operates 24 hours a day, seven days a week, and will help assess the extent of the problem, and make the appropriate referrals for treatment. Treatment can range from detoxification and inpatient rehabilitation to outpatient rehabilitation and the participation in self-support groups. Counseling is available to members of the service, their families and retirees.*

*vi. The Police Department's policy is to encourage members of the service to seek help in a supportive, confidential environment before the consequences of alcohol abuse require the Department to take disciplinary action. In addition, to assist those members of the service experiencing alcohol related problems, all New York City Police Department personnel are encouraged to refer those with problems to any of the counseling/assistance providers indicated in number "iii" of this procedure.*

*vii. Members participating in these programs will not jeopardize their promotional opportunities. In addition, their current assignments will not ordinarily be changed because of their participation in these programs unless, due to the nature of the assignment, a change is deemed to be in the best interests of all parties concerned. However, participation in these programs will not exempt a member of the service from disciplinary action for specific acts of misconduct and the consequences of such disciplinary action.*



## ADMINISTRATIVE GUIDE

Section: General Regulations		Procedure No: 304-06
<b>PROHIBITED CONDUCT</b>		
DATE EFFECTIVE: 04/04/22	LAST REVISION: I.O. 37	PAGE: 1 of 4

### PROHIBITED CONDUCT

1. Engaging in conduct prejudicial to good order, efficiency, or discipline of the Department.
2. Using discourteous or disrespectful remarks regarding another person's age, ethnicity, race, religion, gender, gender identity/expression, sexual orientation, or disability.
  - a. Members shall address the public using pronouns, titles of respect, and preferred name appropriate to the individual's gender identity/expression as expressed by the individual.
  - b. The term "gender" shall include actual or perceived sex and shall also include a person's gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the legal sex assigned to that person at birth.
3. Consuming any amount of intoxicants while on duty whether in uniform or civilian clothes.
  - a. Member assigned to duty in civilian clothes may be granted permission by the bureau chief/counterpart concerned based upon the nature of the member's assignment.
4. Bringing or permitting an intoxicant to be brought into a Department building, facility, booth, boat, or vehicle, except in performance of police duty.
5. Entering premises serving intoxicants, except for meal, personal necessity, or performance of duty.
6. Having a romantic relationship with a subordinate member who is routinely under the direct supervision of the supervising member.

#### NOTE

*Romantic relationships between supervisors and subordinates who the supervisor routinely supervises will result in the transfer of one of the involved parties. Members of the service are strongly encouraged to make a notification requesting a transfer in order to avoid workplace disruption.*

7. Engaging in a relationship beyond the scope of official duties with:
  - a. Confidential informants, witnesses, or victims while on or off duty
  - b. Any youth/young adult assigned to the various programs the Department operates (i.e., explorers, cadets, interns, volunteers, etc.) while on or off duty
  - c. Any youth/young adult who attends school where member is temporarily or permanently assigned for duty.

#### NOTE

*Conduct beyond the scope of official duties includes but is not limited to any of the following activities: dating, romantic/sexual relationship, socializing, carpooling, unauthorized meet-ups, unauthorized home visits, contact via social media, forum, message, chat, or other sites and/or applications. Communication while off duty is strictly limited to work related exchanges (authorized field trips, assignments, questions, duties/responsibilities, etc.). Members are required to utilize their Department email account for this purpose.*

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### NOTE

(continued)

*When members are communicating with persons enumerated in step “7” and acting in accordance with official duties, such authorized communication may occur in the form of a home visit, telephone, and/or text. Additionally, in some instances it may also be appropriate to contact the person via social media when other points of contact are not known.*

### PROHIBITED CONDUCT (continued)

8. Knowingly associate with any person or organization:
  - a. Advocating hatred, oppression, or prejudice based on race, religion, gender, gender identity/expression, sexual orientation, or disability.
  - b. Disseminating defamatory material.
  - c. Reasonably believed to be engaged in, likely to engage in, or to have engaged in criminal activities.
  - d. Preventing or interfering with performance of police duty.
9. Divulging of discussing official Department business, except as authorized.
10. Discussing substance of a pending case *ex parte* (e.g., elected officials, community advocates, members of the press, members of the public, attorneys, representatives, relatives, etc.).
  - a. This prohibition also applies to the Department Advocate’s Office during the pre-charge stage, as it has prosecutorial discretion in determining whether to serve charges, and what penalty to seek.
    - (1) Pre-decision letters (i.e., a letter of support, character letter, etc.) may be submitted to the Department Advocate’s Office and Civilian Complaint Review Board, as appropriate, with a copy forwarded to the First Deputy Commissioner.
  - b. Questions pertaining to the disciplinary process (e.g., timing, scheduling, etc.) may be referred to the Deputy Commissioner, Trials, Department Advocate’s Office, or the Civilian Complaint Review Board, as appropriate.
  - c. Post-trial negotiations may be authorized by the Police Commissioner, as appropriate.
11. Participating in the Department disciplinary process, or its investigatory process, when there is a familial (e.g., spouse, child, present or past romantic relationship, etc.), or personal (e.g., friend, neighbor, business/financial, close colleague, etc.) relationship, or any other relationship with the respondent that could create, or appear to create, a conflict of interest.
  - a. Notify commanding officer or executive officer, immediately, if a familial or personal relationship is discovered, which may require recusal from participation in a particular case.
    - (1) If uncertainty exists as to whether recusal is appropriate, member concerned should consult with the Legal Bureau.
    - (2) Commanding officer or executive officer will notify their bureau chief or deputy commissioner immediately, if a familial or personal relationship requires recusal.



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### PROHIBITED CONDUCT (continued)

12. Manipulating manually or electronically, transmitting in any form, or distributing any official Department recorded media or recorded media coming into possession of the Department as evidence, or for investigative purposes, except as authorized for official Department business.
  - a. Recorded media includes videotapes, photographic images or pictures, audio recordings, electronic or internet files, or any like forms to be available in the future.
13. Making recommendation for or concerning any person or premises to any government agency in connection with issuance, revocation, or suspension of any license or permit, except when required in performance of duty.
14. Engaging in card games or other games of chance in a Department facility.
15. Joining any political club within the precinct to which assigned.
16. Soliciting, collecting, or receiving money for any political fund, club, association, society, or committee, unless approved by Internal Affairs Bureau.
17. While on duty, endorsing political candidates or publicly expressing personal views and opinions concerning the merits of:
  - a. Any political party or candidate for public office;
  - b. Any public policy matter or legislation pending before any government body; or
  - c. Any matter to be decided by a public election, except with the permission of the Police Commissioner.
  - d. Voting on any matter that comes before the community board concerning Police Department activities in the district that the board serves.
18. Being a candidate for election to, or serving as member of a School Board, if School District is located within City of New York (see Section 2103-a, Education Law).
19. Serving on a community board's Public Safety Committee (which deals directly with Police Department and other law enforcement matters).
20. Violating Section 1129 of the New York City Charter. This section provides that any uniformed member who shall accept any additional place of public trust or civil emolument, OR who shall be nominated for any office elective by the people, and does not decline said nomination within ten days, shall be deemed thereby to have vacated his or her position/office in the Department. This **shall not** apply to the following:
  - a. A member of a community board
  - b. An appointment, nomination, or election to a board of education outside the City of New York
  - c. A member, who with the written authorization of the Mayor, shall accept any additional place of public trust or civil emolument, while on leave of absence without pay from the Department.

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### PROHIBITED CONDUCT (continued)

- d. A member who, with the written approval of the Deputy Commissioner, Legal Matters, shall accept any additional place or position outside the City of New York, limited to volunteer work as a member or volunteer in, of, or for a community board, not-for-profit corporation, volunteer fire department, or other similar community-oriented entity.

### NOTE

*Uniformed members of the service seeking to volunteer off-duty in any of the above-indicated positions must complete and submit form **APPLICATION FOR OFF-DUTY VOLUNTEER WORK (PD407-1622)** to the Deputy Commissioner, Legal Matters, One Police Plaza, Room 1406. No off-duty volunteer work can commence until written approval is received by the uniformed member of the service. Members who have already obtained the written approval of the Police Commissioner do not need to re-submit a request, unless there has been a substantial change in a member's NYPD duties or assignment, or a change in the type or frequency of off-duty volunteer work.*

21. Occupying seat in a public conveyance, while in uniform.
22. Rendering any service for private interest, which interferes with proper performance of duty.
23. Recommending use of particular business, professional or commercial service to anyone except when transacting personal affairs.
24. Steering business, professional or commercial persons to a prospective client requiring such services except when transacting personal affairs.
25. Consenting to payment by anyone to regain lost or stolen property or advising such payment, except towing fees as provided by law for recovered stolen vehicles.
26. Having any person make a request or recommendation that affects the duties of any member of the service, except as provided by Department procedures.
27. Failing to provide notice to the Department of an obligation or intention to perform services in any federal military branch.
28. Carrying a package, umbrella, cane, etc., while in uniform, except in performance of duty.
29. Possessing or displaying police shield, **IDENTIFICATION CARD (PD416-091)**, Department logo, or similar object except as authorized by the Police Commissioner.
30. Using Department letterhead, personnel, equipment, resources, or supplies for any non-Department purpose or non-city purpose.
31. Making an unauthorized radio transmission.
32. Reporting for duty and/or end of tour via "outside wire" on a regular basis.
  - a. Members will not report for duty and/or end of tour within their precinct of residence unless approved by their commanding officer.

### ADDITIONAL DATA

*Members of the service are reminded that their conduct, on or off duty, is subject to scrutiny.*



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<b>PERSONAL APPEARANCE</b>		
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- PERFORMANCE** 1. Be neat and clean.
- ON DUTY –** 2. Keep uniforms clean, well pressed, and in good repair. Shoes must be
- PERSONAL** 3. Keep uniform securely buttoned.
- APPEARANCE** 3. a. When the short-sleeved shirt is worn, the collar button may be left unbuttoned but all other buttons shall be fastened.
4. Wear cap squarely on head, with center of visor directly over nose.
- a. No hair is to show beneath the visor of the cap.
- b. Cap must be worn when members are assigned to foot patrol, traffic posts, or details.
- c. Members riding in Department vehicles may remove the cap while in the vehicle.
- (1) Members (except those assigned to Highway District) will not be required to wear the uniform cap when exiting the vehicle to take police action (e.g., responding to a radio run, interviewing a complainant, conducting a car stop, etc.).
- (2) Members will have their cap available and will be required to wear it when reassigned to a foot post or under the direction of a competent authority.
- d. Police officers and detectives assigned to subway patrol duties in uniform have the option of wearing the cap during the period of June 1 to October 1.

### NOTE

*At all other times, the uniform cap must be worn except where there are exigent circumstances. When the exigent circumstances have stabilized, the cap must be worn.*

5. Prevent non-uniform articles from showing above uniform collar.
- a. When the short-sleeve shirt is worn, undershirts, neck chains, or other non-uniform articles shall not be visible within the open collar or below the sleeve ends of the shirt.
- b. Shirt sleeves may not be rolled up.

### NOTE

*Members of the service who are hired on or after January 1, 2007, must cover any visible tattoos by either regulation uniform, proper business attire, or a neutral colored skin covering such as a sports wrap or bandage. Such covering must resemble the skin tone of the member and must cover the entire tattoo. This includes but is not limited to any tattoo visible above the shirt collar, below the sleeve ends of any shirt, or on a visible area of the leg, ankle or foot. A limited exception may be granted by the member's commanding officer in writing due to the nature of the member's assignment. Such approval must be filed in the member's personnel folder.*

6. Wear hair so that it is neatly groomed.
- a. All regulations regarding the appearance of members' hair apply equally to male and female uniformed members of the service.

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**PERFORMANCE  
ON DUTY –  
PERSONAL  
APPEARANCE  
(continued)**

- b. When a member is in uniform, regardless of whether or not the uniform cap is required, hair will not be worn so that it falls over the eyebrows or reaches the collar. Ponytails are strictly prohibited while in uniform.
  - c. When the uniform cap is required, long hair must be securely gathered and placed under the uniform cap without the use of a ponytail. The hairstyle must allow for the cap to be placed squarely on the head, without visible bulk.
  - d. The length and bulk of the hair should not interfere with the wearing of any uniform headgear, including emergency equipment.
  - e. Any designs shaved into a uniformed member's hair/scalp are prohibited.
7. Necessary hair holding devices (such as but not limited to rubber bands, clips, barrettes, pins), when used, must be unadorned and plain, and be transparent or similar to the color of the hair. All such devices must be unobtrusive, and concealed as much as possible. Hair scarves, beads, bows, large and decorative fabric-covered elastic bands, large plastic clips, or other ornamental items are prohibited.
8. Comply with *A.G. 304-08, "Facial Hair Policy."*
9. Comply with *A.G. 304-09, "Religious Head Covering,"* if applicable.
10. Do not wear ornaments or jewelry visible on the head, neck, or wrist while performing duty in uniform. Prohibited ornaments include, but are not limited to earrings, necklaces, neck chains, bracelets, and body piercing.
  - a. Medical alert bracelets may be worn visibly.
  - b. Watchbands must be a conservative color, such as navy, black, brown, yellow metal, white metal, or similar colors.
  - c. Rings may be worn if they are generally smooth, and not likely to catch on other objects. Rings with jagged edges, raised stones, etc., are not permitted.
11. Keep fingernails neatly trimmed and extending no more than ¼ inch from the fingertip.
  - a. Any raised, ornamented accessories that are worn or affixed to nails are prohibited (e.g., rhinestones, jewelry, etc.).
12. Only those cosmetics which are of conservative color and amount shall be permitted.
13. Eyewear will be of conservative style and color. No neon or brightly colored frames may be worn. Eyeglass straps may be worn, but must be black.
14. While in uniform in public view, do not chew gum, use tobacco in any form, or hold toothpicks in the mouth.
15. When authorized to perform duty in civilian clothing, wear attire appropriate for assignment.



## ADMINISTRATIVE GUIDE

Section: General Regulations		Procedure No: 304-12
<b>FINANCIAL RESTRICTIONS</b>		
DATE EFFECTIVE: 06/10/21	LAST REVISION: I.O. 44	PAGE: 1 of 3

### FINANCIAL RESTRICTIONS - PROHIBITED

1. Using confidential official information to advance financial interest of self or another.
2. Engaging, or rendering a service, in any financial, commercial or private interest which is directly or indirectly in conflict with official duties.
3. Purchasing city-owned real property through negotiated sale, except a city-owned residential building of six units or less, through negotiated sale.
  - a. Violation subject's member to fine, suspension or dismissal, and member may be prosecuted for a misdemeanor.
4. Purchasing real estate for rental purposes within precinct of assignment.
5. Authorizing use of photograph in uniform or mentioning rank, title or membership in Department for commercial advertisement.
6. Accepting testimonial award, gift, loan or thing of value to defray or reimburse any fine or penalty, or reward for police service except:
  - a. Award from City of New York Employee's Suggestion Board
  - b. Award of Departmental recognition
  - c. Award to a member of officer's family for a brave or meritorious act, from a metropolitan newspaper
  - d. Monetary prize or award from foundations, universities, institutions, etc., after review by the Deputy Commissioner, Legal Matters and the approval of the Police Commissioner.
7. Purchasing or acquiring property of another, without approval of commanding officer, knowing or having reason to know that such property was held in custody of this Department.
8. Soliciting or accepting loans from merchants, firms or persons doing business located or residing in area of assignment.
9. Entering into a business or financial transaction with another member of the service who is your superior or subordinate, where the superior has the power to direct the subordinate's work or has the power to affect the terms and conditions of the subordinate's employment.
  - a. This is not limited to circumstances where the superior has direct supervision of the subordinate or instances where in the course of conducting police related business, there is a likelihood that the superior will be in a position to supervise or affect the assignment of the subordinate.
  - b. Members of the service who do not work in the same command, but who do work within the same bureau/patrol borough, should carefully consider, before entering into a business or financial transaction with each other, whether the above superior/subordinate relationship presently exists.
  - c. Members of the service should also be aware that changes in assignments that affect the superior/subordinate relationship may make a pre-existing business or financial relationship an impermissible conflict of interest.

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### FINANCIAL RESTRICTIONS- PROHIBITED (continued)

- d. The Office of the Deputy Commissioner, Legal Matters should be contacted if questions arise regarding these issues.

#### NOTE

*The Conflicts of Interest Board has determined that it is a violation for a superior to solicit charitable contributions from, or to offer to sell products of any amount or value to a subordinate. However, a subordinate may sell products for profit or charitable purposes, or solicit donations for charitable purposes from a superior if the amount involved is \$25.00 or less.*

10. Using your position with the Department for the benefit of yourself or associate, through micropurchases made on behalf of the Department (purchases up to \$20,000 that may be made without competition).
  - a. "Associate" is defined in Chapter 68 of the City Charter as a spouse, domestic partner, child, parent, or sibling of a public servant; a person with whom a public servant has a business or other financial relationship; and each firm in which a public servant has a present or potential interest.
11. Becoming interested, directly or indirectly, in any business dealing with the City as follows:
  - (a) No Department employee may have a position in a firm that the employee knows, or should know, is engaged in business dealing with the Department.
  - (b) No Department employee shall have a position in a firm which such employee knows is engaged in business dealings with the City, unless such position is in a firm whose shares are publicly traded.
  - (c) No Department employee may have an ownership interest in a firm that is engaged in business dealings with the Department;
  - (d) No Department employee may have an ownership interest in a firm that is engaged in business dealings with the City, unless the firm's shares are traded publicly.

#### ADDITIONAL DATA

*Any Department employee who believes they may be covered by these provisions should immediately contact the Deputy Commissioner, Legal Matters for further instructions.*

*In certain limited circumstances, a member of the service may hold an otherwise prohibited position with written approval of the Police Commissioner, and a determination by the Conflicts of Interest Board that the position would not conflict with the purposes and interests of the City.*

*If a member of the service has a prohibited ownership interest, the member must disclose the ownership interest to the Conflicts of Interest Board within ten days of learning that such interest is prohibited and await further guidance from the Board. The Deputy Commissioner, Legal Matters can facilitate such disclosure and guidance. Members of the service may also elect to terminate such ownership interest in lieu of seeking guidance from the Board.*

## ADMINISTRATIVE GUIDE

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**ADDITIONAL  
DATA  
(continued)**

*An ownership interest means an interest held by a Department employee, the employee's spouse or unemancipated child, that is greater than five percent of the firm or an investment equivalent to \$50,000.00. While this does include investments in corporate stock, it does not apply to any stocks or interests held in a pension plan, deferred compensation plan, or mutual fund not controlled by the Department employee, the employee's spouse or unemancipated child.*

*The term "firm," as defined by the Conflicts of Interest Board, means sole proprietorship, joint venture, partnerships, corporations, and any other form of enterprise. It does not include public benefit corporations or similar entities.*

*Many of the financial restrictions and guidelines involve conflict of interest related issues as addressed in Chapter 68 of the New York City Charter. Each member of the service should be familiar with those provisions. Conflict of interest questions or inquiries regarding waivers or orders may be directed to the Deputy Commissioner, Legal Matters or the Conflicts of Interest Board.*

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# ADMINISTRATIVE GUIDE

Section: General Regulations		Procedure No: 304-25
<b>RESIDENCE REQUIREMENTS</b>		
DATE EFFECTIVE: 06/10/21	LAST REVISION: I.O. 47	PAGE: 1 of 2

## PURPOSE

To inform members of the service (uniformed and civilian) of the Department's residence and telephone number requirements.

## MEMBER OF THE SERVICE

1. Reside within City of New York or Westchester, Rockland, Orange, Putnam, Nassau or Suffolk Counties.
2. Provide operations coordinator with physical home address.
  - a. Post Office Box addresses are not permitted.
3. Provide operations coordinator with a landline telephone number and/or cellular telephone number, at residence.
  - a. Beeper/pager numbers are not permitted.
  - b. Members of the service may, in addition to the above, provide the operations coordinator with their email address.

## OPERATIONS COORDINATOR

4. Ensure that each member of the service reviews and updates their personal information via the Centralized Personnel Resource System.

## COMMANDING OFFICER

5. Ensure members of the service comply with residence and telephone number requirements.

## PERSONNEL ORDERS DIVISION

6. Ensure no uniformed member of the Housing Bureau is to be assigned to a police service area (PSA) that patrols public housing developments in a precinct in which the member resides.
7. Ensure no member of the service (uniformed or civilian) is to be assigned to his/her resident precinct, with the exception of school crossing guards.
  - a. Civilian members of the service who were assigned to their resident precinct prior to July 29, 2009, will be able to continue to reside and work in the same precinct.

## NOTE

*If the residence of a member of the service subsequently changes and results in a contradiction of any of the above residency requirements, the member must immediately notify his/her commanding officer.*

## ADDITIONAL DATA

*New York City local law requires civilian members of the service, who entered City service on or after September 1, 1986, to become a City resident within ninety days of appointment. Civilian members of the service who were permanently appointed to City service before this date may reside outside the City; however, such civilian members who accept either provisional, non-competitive, or exempt positions must establish City residence within one year.*

*Notwithstanding the general requirement of City residency, Local Law No. 48 of 2009, allows civilian members of the service who have completed two years of service to reside, in addition to the five boroughs of New York City, in Westchester, Rockland, Orange, Putnam, Nassau or Suffolk Counties. However, civilian members of the service with special patrolman designation status must reside within the five boroughs of New York City regardless of years of service. Traffic Enforcement Agents Level IV, School*

## ADMINISTRATIVE GUIDE

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**ADDITIONAL  
DATA  
(continued)**

*Safety Agents and Evidence/Property Control Specialists who have special patrolman status are exempt under the State Public Officers Law and after completing two years of employment with the City may reside, in addition to the five boroughs of New York City, in Westchester, Rockland, Orange, Putnam, Nassau or Suffolk Counties.*

*This amendment will not affect administrative or judicial actions taken to enforce residency requirements which were in effect prior to the change.*

*All allegations of non-compliance with this law will be referred to the Personnel Bureau's Investigations Unit, regardless of the civilian member's permanent assignment within the Department. Sole investigative responsibility will rest with the Investigations Unit. Results of the investigation will be reviewed by the Human Resources Division. If an investigation does identify a civilian member in violation of this requirement, the civilian member of the service will be given an opportunity to rebut the investigation's findings. Civilian members of the service, in fact, not in compliance with this requirement are subject to termination. A Department trial will not be conducted.*

*Employees with questions regarding civilian residency requirements may contact the Human Resources Division.*



## ADMINISTRATIVE GUIDE

Section: Disciplinary Matters		Procedure No: 318-01
<b>COMMAND DISCIPLINES AND AUTHORIZED PENALTIES</b>		
DATE EFFECTIVE: 02/16/22	LAST REVISION: I.O. 14	PAGE: 1 of 2

### PURPOSE

To inform members of the service (uniformed and civilian) types of Command Disciplines (CD) and the penalties that may be imposed.

### SCOPE

There are three types of CDs: Schedule A; Schedule B; and Schedule C. The Schedule A and Schedule B permit the commanding/executive officer of the unit involved to address minor misconduct/rule violations and set the penalty within the established ranges for each type of CD as described in the ***NYPD Disciplinary System Penalty Guidelines*** (available on the Department Intranet). The Schedule C is only issued by the Department Advocate for certain enumerated offenses and utilized in lieu of Charges and Specifications.

### DEFINITIONS

**SCHEDULE A COMMAND DISCIPLINE** - A Schedule A is non-judicial discipline that can be issued by a commanding/executive officer for any minor violation, not specifically listed as a Schedule A, in order to correct deficiencies. Examples of minor violations (i.e., absence from post or assignment, improper uniform, etc.) are listed in the ***NYPD Disciplinary System Penalty Guidelines***, available on the Department Intranet.

Penalties for a Schedule A may be one of the following:

- Warning and admonishing verbally
- Warning and admonishing in writing, copy to be filed with the papers
- Changing assignment within the command either for a fixed period or indefinitely
- Revocation of permission to engage in outside employment for a fixed period of time, not to exceed thirty days, if the violation is related to the outside employment
- Restrict out-of-command assignments, which pay “portal-to-portal” and overtime for a fixed period, not to exceed five such assignments
- Forfeiture of up to five days vacation or accrued time.

**SCHEDULE B COMMAND DISCIPLINE** - A Schedule B is a non-judicial punishment that can be issued by a commanding/executive officer for the following violations:

- Loss of shield
- Failure to safeguard prisoner
- Loss of Department property, except **IDENTIFICATION CARD (PD416-091)** and Department issued smartphone
- Failure to respond, report disposition promptly or acknowledge radio calls directed to member’s unit
- Bringing alcoholic beverages into a Department facility or vehicle unless it is within the scope of an assignment
- Loss of **ACTIVITY LOG (PD112-145)**
- Failure to give name and shield number to person requesting

## ADMINISTRATIVE GUIDE

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### DEFINITIONS (continued)

- h. Unauthorized radio transmissions
- i. Unauthorized use of a Department vehicle
- j. Any Force, Abuse of Authority, Discourtesy, and Offensive Language (FADO) violation that, in the opinion of the CCRB or NYPD is appropriate
- k. Any other violation, which, in the opinion of the commanding/executive officer and after notification to the patrol borough adjutant and consultation with the Department Advocate is appropriate.

Penalties for a Schedule B may be one of the following:

- a. Warning and admonishing verbally
- b. Warning and admonishing in writing, copy to be filed with the papers
- c. Changing assignment within the command either for a fixed period or indefinitely
- d. Revocation of permission to engage in outside employment for a fixed period of time, not to exceed thirty days, if the violation is related to the outside employment
- e. Restrict out-of-command assignments, which pay “portal-to-portal” and overtime for a fixed period, not to exceed five such assignments
- f. Forfeiture of up to ten days vacation or accrued time.

**SCHEDULE C COMMAND DISCIPLINE** - A Schedule C is adjudicated by the Department Advocate in lieu of Charges and Specifications for situations in which there are no significant aggravating factors or additional misconduct. A Schedule C carries a penalty of up to 20 days.

### ADDITIONAL DATA

*When it has been determined that disciplinary action should be taken for the loss of or failure to safeguard a firearm, a consultation with the Department Advocate’s Office will be made to determine appropriate disciplinary action.*

*A commanding/executive officer must confer with the patrol borough/bureau adjutant, prior to adjudicating a third command discipline for the same member within a six month period, to determine if charges and specifications should be instituted. If charges are appropriate, do not adjudicate the command discipline, a consultation with the Department Advocate will be necessary for final approval of charges and specifications.*



## ADMINISTRATIVE GUIDE

Section: Disciplinary Matters		Procedure No: 318-07
<b>SUSPENSION FROM DUTY - CIVILIAN MEMBER OF THE SERVICE</b>		
DATE EFFECTIVE: 03/07/23	LAST REVISION: R.O. 11	PAGE: 1 of 2

### PURPOSE

To temporarily prohibit a civilian member of the service from performing duty and to complete disciplinary procedures within thirty days.

### PROCEDURE

When a civilian member of the service is suspended:

### RANKING OFFICER IN CHARGE

1. Inform member concerned of suspension from duty and reason.
2. Direct member to surrender all Department property.
  - a. Have **IDENTIFICATION CARD (PD416-091)** and shield, when applicable, hand delivered with **Typed Letterhead** to the Shield, ID and Uniformed Services Unit by next business day and obtain receipt for file in command.
  - b. Have other Department issued property safeguarded at command (e.g., Department issued smartphone, tablet, radio, keys, headsets, etc.), as applicable.
3. Direct civilian member of the service not to wear uniform or part of uniform while under suspension.
4. Notify member concerned that charges are to be preferred and will be processed in normal manner.
  - a. Supervise preparation of charges.
5. Notify the following:
  - a. Operations Unit
  - b. Internal Affairs Bureau Command Center
  - c. Civilian member's commanding officer/counterpart, if not present.
6. Enter facts concerning suspension in Command Log.

### SUPERVISOR ON DUTY, OPERATIONS UNIT

7. Inform ranking officer in charge that **CHARGES AND SPECIFICATIONS (PD468-121)** must be forwarded within forty-eight hours of suspension.

### RANKING OFFICER IN CHARGE

8. Submit report on **Typed Letterhead** within twenty-four hours to:
  - a. First Deputy Commissioner
  - b. Chief of Department
  - c. Deputy Commissioner -Trials
  - d. Department Advocate's Office
  - e. Internal Affairs Bureau Command Center
  - f. Civilian member's commanding officer.

### COMMANDING OFFICER

9. Notify next higher command.

## ADMINISTRATIVE GUIDE

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- COMMANDING OFFICER, NEXT HIGHER COMMAND**
10. Contact Department Advocate's Office.
  11. Ascertain if every effort is being made to complete disciplinary process within thirty days.
  12. Notify Department Advocate of all relevant facts, if circumstances indicate case may not be disposed of within thirty days.

### IF CIVILIAN HAS BEEN ARRESTED

- COMMANDING OFFICER, NEXT HIGHER COMMAND**
13. Advise civilian of the following available options prior to arranging conference concerning charges:
    - a. May request conference be held in usual manner, OR
    - b. May request, in writing, an adjournment of all department action pending final determination of criminal case.
  14. Instruct civilian member of the option of signing a waiver for any pay due to them, if they are continued on suspension past thirty days.
    - a. Waiver does not apply to lost wages if civilian is ultimately found not guilty.
      - (1) Civilian is entitled to full pay during period of suspension beyond thirty days, less any amount of compensation earned during same period in such case.

**NOTE** *If civilian member has criminal charges pending and refuses to sign waiver, the commanding officer next higher command of civilian must hold informal conference within thirty days of date of suspension.*

### IF CIVILIAN IS AWOL

- COMMANDING OFFICER OF CIVILIAN**
15. Prepare and forward **CHARGES AND SPECIFICATIONS**.
    - a. If Department property is not accounted for, have **COMPLAINT REPORT (PD313-152)** prepared.
- DEPARTMENT ADVOCATE**
16. Have civilian member report to the Shield, ID and Uniformed Services Unit for **IDENTIFICATION CARD** and shield, when applicable, if suspension is rescinded.
    - a. Commanding officer will be responsible for the return of any other Department property removed.

**ADDITIONAL DATA** *The Department Advocate will have **CHARGES AND SPECIFICATIONS** served as provided in A.G. 318-04, "Service and Disposition of Charges and Specifications" and after service, a trial will be held before Deputy Commissioner - Trials, in absentia if necessary. Civilian member may request a formal conference at next higher command at any time prior to holding a formal trial.*

*A civilian member of the service under suspension who desires to be restored to duty will submit a written request to the First Deputy Commissioner through the Department Advocate's Office.*



## ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-01
<b>SCHOOL CROSSING GUARD - GENERAL REGULATIONS</b>		
DATE EFFECTIVE: 11/18/21	LAST REVISION: I.O. 105	PAGE: 1 of 2

**PURPOSE** To ensure the proper performance and supervision of school crossing guards.

**PROCEDURE** When a school crossing guard is assigned to a precinct:

**COMMANDING OFFICER**

1. Designate a uniformed member of the service to coordinate daily activities and record keeping of school crossing guards assigned to command.
2. Designate a supervisor, other than the patrol supervisor, to oversee designated uniformed member of the service.

**DESIGNATED UNIFORMED MEMBER OF THE SERVICE**

3. Coordinate daily activities and record keeping of school crossing guards assigned to command.
4. Visit and inspect school crossing guards on assigned post.
5. Inform designated supervisor of any discrepancies regarding attendance and performance of school crossing guards.

**NOTE** *In the absence of the designated uniformed member of the service, the commanding officer will designate an alternate to perform the above listed duties.*

**DESIGNATED SUPERVISOR**

6. Investigate any discrepancies regarding attendance and performance of school crossing guards and take appropriate action.

**SCHOOL CROSSING GUARD**

7. Report punctually for duty in proper uniform as per *A.G. 319-03, "Civilian Member - Uniforms/Equipment"* and cover assigned crossing during designated times.
  - a. Notify desk officer prior to first crossing if unable to report for duty for any reason.
8. Communicate with precinct each work day prior to reporting for first crossing as directed by precinct commanding officer.
9. Maintain **MEMORANDUM PAD (PD112-141)**.
  - a. Obtain replacement **MEMORANDUM PAD** from designated supervisor, when necessary.
10. Do not leave assigned crossing except in discharge of duty or for personal necessity.
11. Notify desk officer or designated member when leaving crossing for any reason and make entry in **MEMORANDUM PAD** of time leaving, premises entered and reason.
12. Request response of uniformed members immediately via precinct or 911 whenever police services are required, as necessary.
13. Comply with *A.G. 304-20, "Personal Social Media Accounts and Policy,"* as appropriate.
14. Submit a report on **Typed Letterhead** when requesting a transfer and submit to commanding officer.

## ADMINISTRATIVE GUIDE

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- DESK OFFICER** 15. Make appropriate notifications and ensure proper documentation is prepared if school crossing guard is unable to report for duty.
16. Comply with *A.G. 326-01, "School Crossings"* if school crossing guard is unable to report for duty.
- COMMANDING OFFICER** 17. Approve/disapprove school crossing guard transfer requests and forward to Chief of Personnel for final determination, as necessary.





## ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-02
<b>SCHOOL CROSSING GUARD - CERTIFICATE OF RECOGNITION</b>		
DATE EFFECTIVE: 11/18/21	LAST REVISION: I.O. 110	PAGE: 1 of 1

<b>PURPOSE</b>	To recognize the efforts and dedication of school crossing guards.
<b>DEFINITIONS</b>	<p><u><b>CERTIFICATE OF SERVICE</b></u> - Awarded to school crossing guards at the completion of every five years of continuous satisfactory service to the Department.</p> <p><u><b>CERTIFICATE OF MERIT</b></u> - Awarded to school crossing guards in recognition of actions performed above and beyond routine duty, which reflect intelligence and alertness on the part of the school crossing guard and bring credit to all school crossing guards, as well as the Department.</p>
<b>PROCEDURE</b>	When a school crossing guard qualifies for a Certificate of Service or Certificate of Merit:
<b>PRECINCT COMMANDER</b>	1. Prepare <b>Typed Letterhead</b> to patrol borough commander indicating school crossing guard's eligibility and request appropriate certificate.
<b>PATROL BOROUGH COMMANDER</b>	2. Review request and if approved, sign certificate and return to precinct commander.
<b>PRECINCT COMMANDER</b>	3. Sign certificate and issue to school crossing guard at appropriate ceremony.
<b>ADDITIONAL DATA</b>	<i>Certificates will be presented by precinct commanders during local community board meetings. Members of the public safety committee, local school board and District Council 37 will be invited to attend.</i>

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## ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-03
<b>CIVILIAN MEMBER - UNIFORMS/EQUIPMENT</b>		
DATE EFFECTIVE: 01/23/23	LAST REVISION: R.O. 3	PAGE: 1 of 12

**PURPOSE** To prescribe uniforms/equipment for certain civilian members of the service.

**PROCEDURE** When performing duty:

**MOTOR VEHICLE OPERATOR**

1. Wear and maintain the following regulation uniform:
  - a. Baseball cap with motor vehicle operator (MVO) insignia patch
  - b. Regulation gray long and short sleeve shirts
  - c. Regulation gray jacket
  - d. Emblem – the MVO and NYPD patches will be worn on the left shoulder of regulation gray jacket and shirt
  - e. Regulation gray trousers
  - f. Regulation shield
  - g. Navy blue, breakaway tie with NYPD tie clip (worn with long sleeve shirt).

**NOTE** *Motor vehicle supervisors do not wear uniforms but are issued and must carry a shield.*

**FLEET SERVICES SECTION PERSONNEL**

2. Wear coveralls when assigned as:
  - a. Mechanic
  - b. Repairman
  - c. Lubricator
  - d. Gasoline dispenser.

**SCHOOL CROSSING GUARD**

3. Wear and maintain the following regulation uniform:
  - a. Cap with school crossing guard patch
  - b. School Crossing Guard reflective safety vest
  - c. White cotton or wool gloves
  - d. Shoes of type suitable for duty performed
  - e. Traffic whistle
  - f. Appropriate clothing
  - g. Regulation yellow raincoat and cap with school crossing guard patch in inclement weather
  - h. Optional uniform items:
    - (1) Shirt – medium blue, military type long/short sleeve with NYPD patches and School Crossing Guard rockers ½ inch below shoulder seam on both sleeves and “SCG” collar brass on the right collar and command designation on the left collar
    - (2) Navy blue, breakaway tie with NYPD tie clip (worn with long sleeve shirt)
    - (3) Regulation blue duty trousers or optional cargo pants or shorts
    - (4) Black socks

## ADMINISTRATIVE GUIDE

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### SCHOOL CROSSING GUARD (continued)

- (5) Black shoes, boots or sneakers (with no visible markings)
- (6) Neon yellow gloves
- (7) Jacket – navy blue duty jacket with NYPD patches and School Crossing Guard rockers  $\frac{3}{4}$  inch below shoulder seam on both sleeves
  - i. Optional winter items:
    - (1) Winter hat – white soft vinyl with black mouton trimming, to be worn only when the temperature is expected to fall below 32 degrees Fahrenheit
    - (2) Winter Knit Hat – ANSI safety yellow knitted wool hat, with “NYPD” embroidered in navy blue block letters across the front. To be worn with duty jacket, when the temperature is expected to fall below 32 degrees Fahrenheit.
    - (3) Ear muffs – black wool headband type, to be worn in conjunction with authorized cap.

#### NOTE

*School Crossing Guards Level II will wear the above described uniform except silver chevrons on duty shirt if worn, below the patches; white 8-point hat with silver unnumbered cap device; cargo shorts are not authorized.*

### POLICE ATTENDANT

- 4. Wear and maintain the following regulation uniform:
  - a. Shirt (long and short sleeve) – medium blue, military type with NYPD patches on each sleeve, and the police attendant patch will be worn and centered one half inch below the standard patch on both sleeves
  - b. Navy blue, breakaway tie with NYPD tie clip (worn with long sleeve shirt)
  - c. Regulation blue duty trousers
  - d. Black socks
  - e. Black shoes: plain, smooth leather with flat soles and raised heels

#### NOTE

*In addition, shoes commonly referred to as the secret sneaker are also permissible, provided that they generally conform in appearance to the regular duty shoes (these shoes will be on display at the Equipment Section). Black leather jogging shoes, sneakers or shoes with visible lettering are NOT AUTHORIZED foot wear.*

- f. Optional winter item:
  - (1) V-neck sweater – navy blue, acrylic or wool, waist length, vertical ribbed weave knit sweater with navy blue poly/cotton twill or cordura patch material over elbows, left breast, and epaulets. Gold buttons on pointed epaulets. The Department logo (patch) will be affixed to each sleeve. The police attendant patch will be affixed and centered one half inch below the Department logo on both sleeves.

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**POLICE  
ATTENDANT  
(continued)**

- g. NYPD Patrol Tactical Pants are optional
- h. Command insignia will be worn on the collar of the uniform shirt
- i. Regulation handcuffs carried in handcuff case with key available for use.

**TRAFFIC  
ENFORCEMENT  
AGENT/  
PARKING  
ENFORCEMENT  
SPECIALIST**

- 5. Wear and maintain the following regulation uniform/equipment:
  - a. Cap – white vinyl eight point with chrome unnumbered cap device and black chinstrap. Summer mesh style white eight point cap optional during applicable months, when so directed
  - b. Shirt – medium blue, military type long/short sleeve with NYPD patches and Traffic rockers ½ inch below shoulder seam on both sleeves, with appropriate service stripes/hash marks affixed
  - c. Blazer – navy blue (summer blouse) with silver (white metal) buttons, NYPD patches and Traffic rockers ¾ inch below shoulder seam on both sleeves, with appropriate service stripes/hash marks affixed
  - d. Trousers – navy blue with ½ inch wide navy blue braid down both leg seams
  - e. Skirt (optional) – navy blue knee length
  - f. Shoes – black, plain, smooth leather, lace type shoes with flat soles and raised rubber heels (no patent leather). Black leather sneakers with no visible lettering  
Boots – lace-up plain toe with no markings  
Pumps – black, plain leather pumps with heel no higher than one inch (optional with skirt)
  - g. Socks – Only black cotton socks are authorized
  - h. Optional inclement weather items:
    - (1) Raincoat – international orange with matching hat. International orange pants are optional
    - (2) Two piece, high visibility, yellow waterproof jacket and pants with detachable hood. Black reflective lettering “NYPD TRAFFIC” on rear of jacket with NYPD patches on both shoulders. 3M reflective material on pants and jacket.
  - i. Overcoat – navy blue (winter coat) wool fingertip length with silver (white metal) buttons. NYPD patches and Traffic rockers ¾ inch below shoulder seam on both sleeves
  - j. Optional summer uniform for agents assigned to street enforcement duties for their entire tour of duty:
    - (1) Regulation medium blue, short sleeve uniform shirt
    - (2) Cargo style shorts, as available in the Equipment Section. Shorts will be hemmed to a length to the top of the knee
    - (3) Black leather uniform athletic shoes, lace-up style ONLY, with no visible logos or markings. Either high-cut or low-cut style is authorized; however, the shoe should have no more than five shoelace grommets/attachments

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**TRAFFIC  
ENFORCEMENT  
AGENT/  
PARKING  
ENFORCEMENT  
SPECIALIST  
(continued)**

- (4) Black cotton crew socks, worn fully extended, length at least three inches but no more than five inches above outermost anklebone. Socks must be visible
- (5) Regulation eight point white uniform hat
- (6) White cotton gloves
- (7) Reflective safety vest, as required.
- k. Optional winter items:
  - (1) Winter hat – white soft vinyl with black mouton trimming and chrome unnumbered cap device, to be worn only when the temperature is expected to fall below 32 degrees Fahrenheit
  - (2) Winter Knit Hat – ANSI safety yellow knitted wool hat, with “NYPD” embroidered in navy blue block letters across the front. To be worn with duty jacket, when the temperature is expected to fall below 32 degrees Fahrenheit.
  - (3) Turtleneck – medium blue turtleneck with NYPD markings worn only during winter season with duty jacket

**NOTE**

*The turtleneck shirt shall not be worn as an outer garment but may be worn under the duty jacket. If during the course of the tour an agent removes the duty jacket, whether due to change of assignment or other reasons, the regulation shirt and tie must be worn.*

- (4) Sweater – navy blue commando V-neck sweater with PD patches and Traffic rockers  $\frac{3}{4}$  inch below shoulder seam on both sleeves
- (5) Ear muffs – black wool headband type
- (6) Gloves – black (white for intersection duty)
- (7) Jacket – navy blue duty jacket with NYPD patches and Traffic rockers  $\frac{3}{4}$  inch below shoulder seam on both sleeves.
- l. Reflective traffic safety vest – fluorescent yellow with a permanent label that states “APPROVED BY NYPD EQUIPMENT SECTION SPEC #983.” To be worn while performing traffic related duties
- m. Shield – worn on left breast of outermost garment affixed to a leather shield holder
- n. Nameplate – white metal with last name printed in black letters. Worn directly below shield affixed to leather holder
- o. Patches – NYPD patches and Traffic rockers on both sleeves must be affixed to all garments except rain gear. NO UNIT PATCHES PERMITTED
- p. Longevity bar – white enamel bar with gold colored trim and roman numeral. Mandatory for all traffic enforcement agents with over five years of service and will only be worn on short sleeve shirt

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**TRAFFIC  
ENFORCEMENT  
AGENT/  
PARKING  
ENFORCEMENT  
SPECIALIST  
(continued)**

- q. Belt – black leather 1 ½ inches wide with gunmetal buckle. Utility belt and summons pouch may also be worn. No other belt buckles or fanny packs of any kind are permitted
- r. Tie – navy blue breakaway type with NYPD tie clip. Worn with long sleeve shirt
- s. Collar brass – White metal with unit designation on both collars
- t. Watch – working wristwatch must be worn at all times
- u. Regulation traffic whistle and belt whistle holder
- v. Serviceable traffic wand, light-emitting diode (LED), battery operated, 18 to 22 inches in length, push button operation, with steady and flashing red light capability
  - (1) To be carried while performing traffic control duties between the hours of sunset and sunrise
- w. Other jewelry – Only wedding bands are authorized.

**NOTE**

*The Special Patrolman Patch is unauthorized and will not be worn by any member of the Department.*

**TRAFFIC  
SUPERVISOR  
LEVEL I**

- 6. Traffic supervisor level I regulation uniform/equipment is same as traffic enforcement agent EXCEPT:
  - a. Cap – navy blue 8-point, gilt (gold) unnumbered hat device and gilt (gold) chinstrap
  - b. Blazer (summer blouse) – with gold (yellow metal) buttons
  - c. Trousers – 1 ¼ inch wide navy blue braid down both leg seams
  - d. Overcoat – with gold (yellow metal) buttons
  - e. Optional winter items:
    - (1) Winter hat – black soft vinyl with black mouton trimming and gilt (gold) unnumbered hat device, to be worn only when the temperature is expected to fall below 32 degrees Fahrenheit
    - (2) Winter Knit Hat – Navy blue knitted wool hat. Must have “NYPD” embroidered in white 1 inch block lettering thread on the front, with no other visible wording or logos. It is only to be worn with duty jacket, when the temperature is expected to fall below 32 degrees Fahrenheit.
  - f. Nameplate – yellow metal with last name printed in black letters. Worn directly below shield affixed to shield holder.

**NOTE**

*Traffic supervisor level I will wear appropriate silver colored three pointed chevrons on sleeves of all outer garments except raingear.*

**TRAFFIC  
SUPERVISOR  
LEVEL II**

- 7. Uniform is the same as required for traffic supervisor level I EXCEPT:
  - a. Cap – Frame is covered with black mohair braid
  - b. Rank insignia – Silver (white metal) bar to be worn on both collars of shirt as well as both shoulder straps of blazer/coat
  - c. Shirt – white, long/short sleeve uniform shirt with NYPD patches

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### TRAFFIC SUPERVISOR LEVEL II (continued)

- and Traffic rockers ½ inch below shoulder seam on both sleeves.
- d. Optional winter items:
- (1) Turtleneck – white turtleneck with NYPD markings worn only during winter season with duty jacket.

#### NOTE

*The turtleneck shirt shall not be worn as an outer garment, but may be worn under the duty jacket. If during the course of the tour an agent removes the duty jacket, whether due to change of assignment or other reasons, the regulation shirt and tie must be worn.*

### TRAFFIC SUPERVISOR LEVEL III

8. Uniform is the same as required for traffic supervisor level II EXCEPT:
- a. Rank insignia – Two silver (white metal) bars to be worn on both collars of shirt as well as both shoulder straps of blazer/coat.

#### NOTE

*Traffic supervisors level III and above will not affix service stripes/hash marks on their uniforms.*

### TRAFFIC MANAGER

9. Uniform is the same as required for traffic supervisor level III EXCEPT:
- a. Cap – Frame is covered with black velvet
- b. Rank insignia – Silver (white metal) oak leaf (with oak leaf stems pointing away from individual wearing them to the left and right), to be worn on both collars of shirt as well as shoulder straps of blazer/coat in the same manner as traffic supervisor level II and III insignia
- c. Coat – navy blue double-breasted trench coat. Garments must be converted for uniform use by adding insignia on shoulder straps, two NYPD patches and Traffic rockers on upper right and left sleeves, replace eight buttons with eight large NYPD yellow metal buttons and add two small yellow metal buttons to the shoulder straps.

#### NOTE

*Deputy director and director will wear the same uniform as traffic manager except deputy director will wear silver (white metal) spread eagle insignia and director will wear silver (white metal) star insignia. Additionally, director will wear the traffic manager hat with gilt (gold) spray design on visor.*

## TRAFFIC ENFORCEMENT AGENT – SPECIALIZED UNITS

### TRAFFIC ENFORCEMENT AGENT, BICYCLE PATROL

10. Wear and maintain the following regulation uniform/equipment:
- a. Helmet – white with the word TRAFFIC AGENT affixed on both sides in one and a half inch high black letters. Helmets must be ANSI and Snell certified, weighing approximately ten ounces. Helmets are required for ALL members of the service on bicycle patrol

#### NOTE

*Baseball cap with Department logo (patch) on front of cap is authorized for use when not riding the bicycle and coming in contact with members of the community. The baseball cap will not be worn underneath the bicycle helmet.*



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**TRAFFIC  
ENFORCEMENT  
AGENT,  
BICYCLE  
PATROL  
(continued)**

- b. Jacket – two tone NYPD blue and yellow, waist length, with NYPD patch twelve inches wide on top, eight and a half inches in height, sixteen inches wide on the bottom with three and a half inch white letters NYPD TRAFFIC sewn on the back. A two and one quarter inch by nine inch wide patch with one and one half inch white letters TRAFFIC affixed below the right breast parallel to the reflective piping. Grommets on the right breast and Traffic rockers above both patches
- c. Shirt – light blue Coolmax polo shirt with the letters TRAFFIC printed in three and a half inch high gray reflective letters on the back, Traffic rockers above each sleeve patch, and embroidered shield patch on the left breast. Shirts are available in both long and short sleeve. The long sleeve turtleneck shirt is authorized to be worn during inclement weather months underneath the long sleeve bicycle polo shirt
- d. Shield and Nameplate – traffic enforcement agents will affix shield and nameplate to the grommets over the left breast and are not authorized to use a name and shield patch
- e. Pants – Navy blue, supplex material, with an elastic drawstring waist, velcro belt holders, right back pocket with velcro closure, two front bellow pockets with velcro closure, with right and left side pockets, one zipper and velcro snap on the bottom of each pant leg. Patrol Tactical pants may be worn by ALL ranks of uniformed members of the service on patrol, during court appearances and details, and by members permanently or temporarily assigned to headquarters security
- f. Shorts – NYPD blue, with drawstring waist, velcro belt holders, two hip pockets, and two bellow/cargo pockets with pleats down center of the pockets. (Members of the service may utilize black spandex biking shorts with padding, underneath the uniform pants and shorts. The spandex shorts cannot be visible)
- g. Shoes/Socks – black leather sneakers with no visible lettering. Only black cotton socks are authorized
- h. Gloves – black gloves may be worn
- i. Reflective traffic safety vest – Same as required for traffic enforcement agent
- j. Eye gear – shatterproof protective.

**NOTE**

*Under no circumstances will the bicycle or bicycle uniform be modified without proper authority. Any recommendations related to the changing of the uniform will be submitted through channels to the Chief of Patrol, Operational Development Unit, for consideration and presentation to the Chief of Department and the Uniform Committee.*

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**NOTE**

*(continued)*

*A member of the service claiming damage of a bicycle uniform, which occurred during the performance of police duty, will follow the appropriate Patrol Guide procedure.*

**TOW TRUCK  
OPERATOR  
(WORK  
UNIFORM)**

11. Wear and maintain the following regulation uniform/equipment:
  - a. Hat – navy blue baseball cap with NYPD patch on front
  - b. Shirt – navy blue Dickey style with NYPD patches and Traffic rockers ½ inch below shoulder seam on both sleeves. One to two inch silver reflective tape across back and on each front pocket flap
  - c. Jacket – navy blue duty jacket with NYPD patches and Traffic rockers ¾ inch below shoulder seam on both sleeves. One to two inch silver reflective tape across back, on each front pocket flap, and around each cuff
  - d. Trousers – navy blue Dickey style work pants with one to two inch silver reflective tape along each leg seam
  - e. Coverall – navy blue with one or two inch silver reflective tape across back and on each front pocket. NYPD patches and Traffic rockers ¾ inch below shoulder seam on both sleeves. One to two inch silver reflective tape along each leg seam
  - f. Shoes/boots and socks – same as required for traffic enforcement agent
  - g. Rain gear – yellow jacket with NYPD on back and matching yellow pants
  - h. Optional winter items:
    - (1) Winter hat – white soft vinyl with black mouton trimming and chrome unnumbered hat device, to be worn only when temperature is expected to fall below 32 degrees Fahrenheit
    - (2) Turtleneck – navy blue to be worn only under duty jacket or coverall.
  - i. Shield – worn on left breast of outermost garment affixed to a leather shield holder
  - j. Patches – same as required for traffic enforcement agent
  - k. Longevity bar – same as required for traffic enforcement agent
  - l. Reflective traffic safety vest – same as required for traffic enforcement agent; to be worn when performing towing-related duties or other traffic related duties outside the tow truck.

**HIGHWAY  
EMERGENCY  
LOCAL  
PATROL  
(HELP)  
OPERATOR**

12. Wear and maintain the following regulation uniform/equipment:
  - a. Hat – orange baseball cap with NYPD logo in dark blue on front
  - b. Shirt – orange T-shirt with HELP logo on front pocket
  - c. Coverall – orange with NYPD patches and Traffic rockers ¾ inch below shoulder seam on both sleeves. HELP reflective logo across back and one or two inch silver reflective tape around sleeves and ankles
  - d. Rain gear – yellow jacket with NYPD on back and matching yellow pants

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**HIGHWAY  
EMERGENCY  
LOCAL  
PATROL  
(HELP)  
OPERATOR  
(continued)**

- e. Boots – black military style leather plain front lace up with steel toe
- f. Reflective traffic safety vest – Same as required for traffic enforcement agent
- g. Optional winter items:
  - (1) Turtleneck – orange turtleneck or dickey
  - (2) Winter hat – orange soft vinyl with orange mouton trimming. To be worn only when temperature is expected to fall below 32 degrees Fahrenheit.

**SCHOOL  
SAFETY  
AGENT LEVEL  
I AND II**

13. Wear and maintain the following regulation uniform/equipment:

**DUTY UNIFORM**

- a. Cap – navy blue regulation eight point cap with chrome unnumbered cap device and black chinstrap
- b. Shirt – medium blue, military type long/short sleeve with NYPD/School Safety patches ½ inch below shoulder seam on both sleeves, with appropriate service stripes/hash marks affixed
- c. Trousers – navy blue with ½ inch braid down both leg seams
- d. Skirt (optional) – navy blue knee length
- e. Shoes – black, plain, smooth leather, lace type shoes with flat soles and raised rubber heels. Secret sneaker is authorized
- f. Boots – lace-up plain toe with no markings
- g. Pumps – black plain leather pumps with heel no higher than one inch (optional with skirt)
- h. Socks – black
- i. Raincoat – international orange with matching rain hat. International orange pants are optional
- j. Duty Jacket – waist length, navy blue, nylon with zip-out thinsulate lining, knit wristlets and waistband, zip side vents with NYPD/School Safety patches ¾ inch below shoulder seam on both sides
- k. Optional winter items:
  - (1) Turtleneck – medium blue turtleneck with NYPD markings worn only during winter season with duty jacket

**NOTE**

*The turtleneck shirt shall not be worn as an outer garment but may be worn under the duty jacket. If during the course of the tour an agent removes the duty jacket, whether due to change of assignment or other reasons, the regulation shirt and tie must be worn.*

- (2) Sweater – navy blue commando V-neck sweater with NYPD/School Safety patches ¾ inch below shoulder seam on both sleeves
- (3) Ear muffs – black wool headband type
- (4) Gloves – black leather spectra-lined

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**SCHOOL  
SAFETY  
AGENT LEVEL  
I AND II  
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- (5) Winter Knit Hat – Navy blue knitted wool hat. Must have “NYPD” embroidered in white 1 inch block lettering thread on the front, with no other visible wording or logos. It is only to be worn with duty jacket, when the temperature is expected to fall below 32 degrees Fahrenheit.
- l. Shield – worn on left breast of outermost garment affixed to a leather shield holder
- m. Nameplate – white metal with last name printed in black letters. Worn directly below shield affixed to leather shield holder
- n. Longevity bar – white enamel bar with gold colored trim and roman numeral. Mandatory for all school safety agents level I and II with over five years of service and will only be worn on short sleeve shirt
- o. Belt – black leather 1½ inches wide with gun–metal buckle. Second belt for equipment is optional. Equipment belt if worn will cover the trouser belt and be worn firmly around the waist. No other belt buckles or fanny packs of any kind are permitted
- p. Tie – navy blue break–away type with NYPD tie clip. Tie worn with long sleeve shirt
- q. Insignia – to be worn on the collar of the uniform shirt, as well as the collar of the outermost garment, as follows:
  - (1) School safety agent level I will wear yellow metal “School Safety” collar brass
  - (2) School safety agent level II will wear appropriate yellow metal, borough task force collar brass (e.g., BXTF, MNTF, MSTF, SSTF, etc.).

**NOTE**

*Level II agents will not wear chevrons on sleeves.*

- r. **MEMORANDUM PAD (PD112–141)** in regulation binder with the following required inserts:
  - (1) **COMPILATION OF SPANISH PHRASES (PD167–090)**
  - (2) **COURTESY, PROFESSIONALISM AND RESPECT (PD439–111)**
  - (3) Any other insert, as required.
- s. Utility belt – black leather 1 ½ inches wide with gun metal buckle. Equipment belt will cover trouser belt and be worn firmly around the waist
- t. Handcuffs – regulation handcuffs carried in handcuff case with key available for use (members with special patrolman status only)
- u. Serviceable flashlight – In appropriate holder attached to utility belt flashlight not to exceed 12 ½ inches in length. Tubular design (without attachments that alter the size, shape or weight of the device) powered by a maximum of three “D” and a minimum of two “C” batteries

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**SCHOOL  
SAFETY  
AGENT LEVEL  
I AND II  
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- v. Pen and pencil holder – attached to the utility belt with two ink pens (black or blue)
- w. Watch – working wristwatch must be worn at all times
- x. Other jewelry – only wedding band is authorized.

DRESS UNIFORM – (Same as duty uniform EXCEPT):

- a. Summer Blouse – navy blue with regulation gilt (gold) buttons and shoulder straps. NYPD/School Safety patches to be affixed ¾ inch below shoulder seam on both sleeves, with appropriate service stripes/hash marks affixed
- b. Shoes – black, high gloss (manufactured using the poromeric or clarino process) lace type oxford shoes with flat soles and raised heels.

**NOTE**

*Summer blouse is to be worn as dress uniform only. It is not authorized for everyday use. Duty jacket may be worn as an outer garment at ceremonies, only at the direction of the Commanding Officer, School Safety Division.*

**SCHOOL  
SAFETY  
AGENT LEVEL  
III**

- 14. Wear and maintain the same uniform as Level I and II except the following items:
  - a. Insignia – Level III agents will wear the appropriate silver colored cloth chevrons on both sleeves, in addition to yellow metal “School Safety” insignia on both collars of shirt
  - b. Trousers – navy blue with 1 ¼ inch wide navy blue braid down both leg seams
  - c. Nameplate – yellow metal with last name printed in black letters.

**SUPERVISOR  
OF SCHOOL  
SECURITY/  
ASSOCIATE  
SUPERVISOR  
OF SCHOOL  
SECURITY**

- 15. Wear and maintain the same uniform as Level III (without chevrons) except for the following items:
  - a. Cap – blue eight point cap, gilt (gold) chinstrap and gold unnumbered cap device. No baseball cap is authorized
  - b. Shirt – white, long/short sleeve uniform shirt with NYPD/School Safety patches ½ inch below shoulder seam on both sleeves, with appropriate service stripes/hash marks affixed
    - (1) Associate supervisor of school security will NOT wear service stripes/hash marks
  - c. Insignia – supervisors will wear silver (white metal) rank insignia, as appropriate (i.e. silver (white metal) bar for supervisor of school security, and two silver (white metal) bars for associate supervisor of school security, both to be worn on the collar of the shirt as well as the shoulder straps of the duty jacket and summer blouse).

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### SCHOOL SECURITY MANAGER/ DEPUTY DIRECTOR AND DIRECTOR OF PATROL OPERATIONS

16. Wear and maintain the same uniform as supervisor of school security/associate supervisor of school security except for the following items:
  - a. Optional coat – navy blue double-breasted trench coat. Garments must be converted for uniform use by adding insignia on shoulder straps, two NYPD/School Safety patches on upper right and left sleeves, replace the eight buttons with eight large NYPD yellow metal buttons and add two small yellow metal buttons to the shoulder straps
  - b. Insignia – Silver (white metal) insignia of rank, to be worn on collar of shirt as well as shoulder straps of duty jacket and summer blouse:
    - (1) School security manager will wear silver (white metal) oak leaf (with oak leaf stems pointing away from individual wearing them to the left and right)
    - (2) Deputy director will wear silver (white metal) spread eagle insignia
    - (3) Director of patrol operations will wear silver (white metal) star insignia. Additionally, director of patrol operations will wear the supervisor of school security hat with gilt (gold) spray design on visor.

### ADDITIONAL DATA

*All civilian uniformed members of the service will make seasonal changes as indicated by the Patrol Guide regarding the wearing of duty jackets and short sleeve shirts.*

*During January and July of each year, each civilian member of the service who is authorized to operate a Department vehicle, will present a valid New York State driver's license to their commanding officer.*

*The provisions of [A.G. 304-07, "Personal Appearance"](#) regarding grooming and personal appearance will be followed by all uniformed civilian members of the service except those assigned to Fleet Services Section, civilian members in the title of motor vehicle operator (MVO), and in cases of legitimate medical conditions or religious observances.*

*Civilian members of the service are strictly prohibited from wearing the nylon windbreaker jacket, on or off duty, unless specifically authorized (e.g., civilian Trauma Counseling Team members).*



## ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-04
<b>ANNUAL LEAVE BALANCE (SUB-MANAGERIAL)</b>		
DATE EFFECTIVE: 12/14/22	LAST REVISION: I.O. 121	PAGE: 1 of 5

**PURPOSE** To regulate annual leave of sub-managerial civilian members of the service.

**DEFINITION** ANNUAL LEAVE ALLOWANCE - Combined vacation, personal business and religious holiday leaves. (Civilian members of the service may not use their annual leave allowance until they have completed four months of service, with the exception of religious holiday observances).

**PROCEDURE** When a civilian member submits a **Digital Leave of Absence Request** using the Centralized Personnel Resource (CPR) System.

**COMMANDING OFFICER/  
SUPERVISORY  
HEAD**

1. Render a decision within seven working days of submission, except:
  - a. Requests which cannot be approved at the local level.
  - b. Requests for leave during summer peak vacation period.
  - c. Requests for any leave when a schedule has been established for submission and approval of leave requests.

**NOTE** ***Digital Leave of Absence Requests** may not be submitted more than ten working days in advance of the requested leave, except for scheduled leaves. Once a leave request has been approved, the approval may not be rescinded, except in writing by the Chief of Personnel, or in an emergency, by direction of the Chief of Department.*

*In addition, civilian members of the service with the capability to enter leave of absence requests direct into CityTime, are also required to prepare a **Digital Leave of Absence Request**.*

2. Grant leave to members of the service working regularly scheduled standard work week of five seven hour or five eight hour work days, as follows:

<u>YEARS IN SERVICE</u>	<u>ANNUAL LEAVE* ALLOWANCE</u>	<u>MONTHLY ACCRUAL</u>
At the beginning of member's 1 <sup>st</sup> year	15 work days	1 and ¼ days per month
At the beginning of member's 2 <sup>nd</sup> year	15 work days	1 and ¼ days per month
At the beginning of member's 3 <sup>rd</sup> year	15 work days	1 and ¼ days per month
At the beginning of member's 4 <sup>th</sup> year	15 work days	1 and ¼ days per month
At the beginning of member's 5 <sup>th</sup> year	20 work days	1 and 2/3 days per month
At the beginning of member's 8 <sup>th</sup> year	25 work days	2 and 1/12 of a day per month
At the beginning of member's 15 <sup>th</sup> year	27 work days	2 and ¼ days per month

\*TOTAL AFTER ONE FULL YEAR AT MONTHLY ACCRUAL RATE.

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**COMMANDING OFFICER/  
SUPERVISORY  
HEAD  
(continued)**

3. Grant leave for part-time, per annum, hourly, per diem, per session, and seasonal civilian members, who work at least one half the regular hours of full time members, as follows:

### YEARS IN SERVICE

### ACCRUAL

At the beginning of the member's 1<sup>st</sup> year

1 hour for 15 hours worked

At the beginning of the member's 5<sup>th</sup> year

1 hour for 11 hours worked

**NOTE**

*Civilian members of the service, whose leave entitlements are controlled by wage determination (i.e., Section 220 employees), are not covered by this Administrative Guide procedure. Any questions relative to their leave eligibility should be directed to the Deputy Commissioner, Labor Relations.*

*For purposes of calculating annual leave, the VACATION YEAR is interpreted to begin May 1st and end April 30<sup>th</sup> for sub-managerial personnel.*

4. Approve use of annual leave as it accrues, in units of one hour or more, (minutes are only authorized for tardiness), needs of the service permitting.
5. Give annual leave credit to civilian personnel receiving Worker's Compensation, although absent for first 6 months.
6. Give full month credit to member in full pay status for at least 15 calendar days in a month.
7. Deduct full month credit for every 30 days accumulated leave without pay during the year.
8. Credit civilian member of the service with month for each 30 days worked, even though member worked fewer than 15 days per month.
9. Have annual audit conducted on April 30<sup>th</sup> for sub-managerial civilian personnel.
10. Carry over, until it can be liquidated, any portion of member's annual leave which is postponed, in any year, at the written request of the Chief of Personnel.
11. Request approval of Chief of Personnel to carry over unused vacation allowance from previous year to present year.

**NOTE**

*A civilian member's leave balance may not exceed a two year total as of April 30th each year. However, an exception to this policy may be granted when a member of the service makes written application to the Chief of Personnel requesting postponement of annual leave.*

*A civilian member's annual leave balance may exceed the two year total as the adjustment will only be made on April 30th of each year.*



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12. Transfer all vacation days in excess of a two year accrual to the member's sick leave balance each April 30th, except when postponement is granted by the Chief of Personnel.
13. Charge use of smaller units (minutes) against annual leave for time due to tardiness.
  - a. Lateness caused by verified major failure of public transportation, widespread power failure or other reason of similar severity will be excused.
14. Charge use of smaller units against annual leave for civilian members of the service, designated by employee organizations, engaged in the following types of union activity:
  - a. Organization and recruiting
  - b. Solicitation of members
  - c. Attendance at meetings or conventions
  - d. Collection of dues
  - e. Distribution of pamphlets, circulars and other literature
  - f. Administration of welfare, security or annuity funds
  - g. Appearance before or conference with members or committees of State Legislature or Congress
  - h. Holding of press conferences and preparation and distribution of press releases
  - i. Appearance in court
  - j. Pension counseling
  - k. Administrative or office work
  - l. Any other activity inconsistent with provisions of the Mayor's Executive Order may be approved by Commissioner of Labor Relations.

**NOTE**

*A civilian member of the service may also select leave without pay for activities as outlined above.*

15. Direct civilian members take annual leave allowance at times convenient to Department.
16. Request written approval from the Chief of Personnel which will permit a permanent member of the service, in an exceptional and unusual circumstance, to use up to two weeks annual leave before it is earned.
17. Assure that sick leave and annual leave balances of a permanent member are transferred when member of the service is transferred or appointed to a new position.
18. Request Chief of Personnel to restore unused sick leave and vacation balances of reinstated civilian member who resigned or was laid off.

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### **ADDITIONAL DATA**

*The following five subdivisions shall apply to civilian members who work seven hour, seven and one-half or eight hour days:*

(1) *A “holiday leave bank” shall be established for each member covered under this section. The bank shall be credited with holiday leave time equal to one-fifth the number of hours in the respective member’s work week as each of the twelve holidays listed in A.G. 319-06, “Civilian Member - Holidays (Sub-Managerial)” occurs.*

(2) *The total holiday leave credits granted per annum shall be based on the number of hours in the respective civilian member’s work week and shall not exceed the following schedule:*

<i>Number of Hours in Work Week</i>	<i>Maximum Annual Holiday Leave Credits</i>
35	84 Hours
37 ½	90 Hours
40	96 Hours

(3) *Except as provided in Section 3 (b) below, when a civilian member does not work on one of the regular holidays, a number of hours equal to the number of hours in the member’s regularly scheduled work day shall be subtracted from the member’s “holiday leave bank.”*

(a) *A civilian member of the service who works on any of the regular holidays shall be compensated in accordance with the “Regulations Governing Compensatory Time Off, Compensation of Overtime, and Meal Allowance for City Employees”, or the “Regulations Governing Payment for Work on Differential Shifts by Employees Subject to the Career and Salary Plan,” whichever is applicable.*

(b) *When either the holiday or the day designated for observance occurs on a member’s scheduled day off and the civilian member does not work on such day, the member of the service shall accrue credits pursuant to paragraph 10 of these regulations but no credits shall be deducted from the member’s “holiday leave bank.”*

(4) *A civilian member of the service may be advanced holiday leave credits consistent with the maximum set forth in Section (2) above. Any resulting negative leave balance shall be charged against subsequent holiday accruals. If as of May 1, of any year, a civilian member’s “holiday leave bank” has a negative balance, said balance shall be charged against the member’s annual leave.*

(5) *The “Annual Leave Allowance” shall accrue on an hourly basis only for those civilian members of the service who work other than a regularly scheduled standard work week consisting of five seven hour, seven and one-half hour or eight hour days. The rate of accrual shall be based on the number of hours in the work week and the number years of service of the respective civilian members of the service as follows:*

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<i>WORK WEEK</i>	<i>YEARS SERVICE</i>	<i>ALLOWANCE</i>	<i>MONTHLY ACCRUAL</i>
<i>40 hours</i>	<i>Beginning with 15</i>	<i>216 hours</i>	<i>18 hours</i>
<i>40 hours</i>	<i>Beginning with 8</i>	<i>200 hours</i>	<i>16 2/3 hours</i>
<i>40 hours</i>	<i>Prior to Beginning with 8</i>	<i>160 hours</i>	<i>13 1/3 hours</i>
<i>37.5 hours</i>	<i>Beginning with 15</i>	<i>202.5 hours</i>	<i>16 3/4 + 1 1/2 hours at end of vacation year</i>
<i>37.5 hours</i>	<i>Beginning with 8</i>	<i>187.5 hours</i>	<i>15 1/2 + 1 1/2 hours at end of vacation year</i>
<i>37.5 hours</i>	<i>Beginning with 5</i>	<i>150 hours</i>	<i>12 1/2 hours</i>
<i>35 hours</i>	<i>Beginning with 15</i>	<i>189 hours</i>	<i>15 3/4 hours</i>
<i>35 hours</i>	<i>Beginning with 8</i>	<i>175 hours</i>	<i>14 1/2 + 1 hour at end of vacation year</i>
<i>35 hours</i>	<i>Prior to Beginning 8</i>	<i>140 hours</i>	<i>11 2/3 hours</i>

*The 1995 Municipal Coalition Memorandum of Economic Agreement amended sections of the 1990-1992 Citywide Agreement. Specifically, Lincoln's Birthday was designated a floating holiday, and members of the service are authorized two days per year from their sick leave balances for the care of ill family members. Sections dealing with maximum sick leave for newly hired civilian personnel, night shift differential, and overtime were also modified.*

*Civilian members in the following titles will also receive the annual leave allowance as stated above:*

<i>Assistant Purchasing Agent</i>	<i>Latent Print Examiner</i>
<i>Associate Quality Assurance Specialist</i>	<i>Principal Fingerprint Technician</i>
<i>Bookbinder</i>	<i>Purchasing Agent</i>
<i>Buyer</i>	<i>Quality Assurance Specialist</i>
<i>Fingerprint Technician</i>	<i>Senior Fingerprint Technician</i>
<i>Fingerprint Technician Trainer</i>	

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## ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-05
<b>CIVILIAN MEMBER - MISCELLANEOUS LEAVE WITH PAY</b>		
DATE EFFECTIVE: 03/07/23	LAST REVISION: R.O. 11	PAGE: 1 of 3

**PURPOSE** To grant civilian members of the service leave with pay for miscellaneous reasons.

**PROCEDURE** When a civilian member submits satisfactory evidence for request of time off with pay without charge to sick leave or annual leave.

**MEMBER OF THE SERVICE**

1. Prepare **Digital Leave of Absence Request** using the Centralized Personnel Resource (CPR) System and submit to commanding officer/supervisory head.
  - a. Civilian members must complete all captions in “Location During Absence” section on **Digital Leave of Absence Request** including each country, with the city/town or province where the member will be staying, date(s) of departure and date of return
  - b. If remaining at residence, enter ‘residence’ and include location and dates.

**NOTE** *Civilian members of the service with the capability to enter leave of absence requests direct into CityTime, are also required to prepare a **Digital Leave of Absence Request**.*

**COMMANDING OFFICER/ SUPERVISORY HEAD**

2. Grant leave to attend court under subpoena or court order when neither member of the service, nor any relative, has a personal interest in case and attendance at court is not related to member or other employment.
3. Grant leave to member affected by Health Department quarantine ruling.
4. Grant leave for attendance at New York City Civil Service examination, investigation interview, or appointment interview, IF:
  - a. Civil Service title is one utilized by this Department, and
  - b. The appointment interview is conducted by this Department or the Department participates in the hiring pool, and
  - c. Such appearance is required during member’s working hours, OR scheduled working hours do not allow sufficient travel time to appear at testing/interview site at designated time.
    - (1) Excusal will be limited to actual time necessary for appearance and/or reasonable travel to and from location.

**NOTE** *Excusals for examinations/interviews for Civil Service titles NOT UTILIZED by this Department will be charged to annual leave or compensatory time.*

5. Grant leave to delegates and alternates for attendance at State or National conventions of veterans and volunteer firefighter organizations.
6. Grant leave to member organization representatives negotiating with and appearing before Department and other City officials, including:
  - a. City Council
  - b. Department of Citywide Administrative Services
  - c. Appeals boards dealing with career and salary plan matters.
7. Grant any other leave of absence with pay required by law.

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- COMMANDING OFFICER/  
SUPERVISORY HEAD  
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8. Ensure CityTime entries reflect actual hours worked by each civilian member of the service.
  9. Ensure that all Department property is surrendered on last tour of duty and indicate such on **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE (PD520-013)**, for all Department approved leave grants and leave of absence without pay of thirty days or more.
  10. Ensure the distribution of **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE**, as follows:
    - a. Original - Military and Extended Leave Desk
    - b. First copy - member requesting leave
    - c. Second copy - command file
    - d. Remaining copies - member's Personal Folder.

- INTEGRITY CONTROL OFFICER**
11. Forward **NYPD Restricted Parking Permits (Misc. 23-N)** and **Headquarters Annex Parking Permits (Misc. 814HQ-Annex)**, by messenger, to the Chief of Department's Vehicle Identification Unit.
  12. Forward shield, if applicable, and/or **IDENTIFICATION CARD (PD416-091)**, by messenger, to Shield, ID and Uniformed Services Unit, and obtain receipt.

**NOTE** *Members on military leaves of absence of thirty days or more may retain their **IDENTIFICATION CARD**.*

*Prior notice to and authorization by the Chief of Personnel is required in all cases except death in family and quarantine.*

- ADDITIONAL DATA**
- (1) *Civilian members of the service covered by the Citywide contract may use three days per year from their sick leave balance for the care of ill family members. For the purpose of Article V, Section (a) (ii) family member shall be defined as: spouse; natural, foster or step parent; child, brother or sister; father-in-law; mother-in-law; any relative residing in the household; and domestic partner, provided such domestic partner registered pursuant to the terms set forth in Executive Order No. 48, dated January 7, 1993. Approval of such leave is discretionary with the Department and proof of illness or disability of the family member must be provided by the member concerned, satisfactory to the Department, within five working days of the member's return to work.*
  - (2) *Leaves without pay may be granted to permanent civilian members of the service by the Chief of Personnel, i.e., maternity, educational, etc.*
  - (3) *An additional extended leave without pay, not to exceed one year, may be granted.*
  - (4) *The New York City Personnel Director may grant further extension.*
  - (5) *The following terminal leave provisions effective for all civilian members except as provided in paragraphs "b" and "c" below shall be as follows:*
    - (a) *After ten years of service terminal leave with pay shall be granted members on the basis of one day terminal leave for each two days of accumulated sick leave up to a maximum of one hundred-twenty days of terminal leave. Such leave shall be computed based on workdays rather than calendar days.*

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**ADDITIONAL  
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- (b) *In a case where a member of the service has exhausted all or most of their accrued sick leave due to a major illness, two and one-fifth work days for each year of paid service as the basis for computing terminal leave in lieu of any other terminal leave may be applied at the Chief of Personnel's discretion.*
- (c) *Managerial and Executive members of the service upon retirement shall be granted in lieu of terminal leave a lump sum payment.*

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## ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-06
<b>CIVILIAN MEMBER - HOLIDAYS (SUB-MANAGERIAL)</b>		
DATE EFFECTIVE: 12/14/22	LAST REVISION: I.O. 121	PAGE: 1 of 3

**PURPOSE** To excuse with pay and/or compensate full time, sub-managerial civilian member working a legal holiday.

**DEFINITION** LEGAL HOLIDAY: a day on which civilian members are excused by contract.

**PROCEDURE** When a civilian member is entitled to be excused on legal holidays:

**COMMANDING OFFICER/  
SUPERVISORY  
HEAD**

1. Excuse civilian members on the following legal holidays:
  - a. New Year's Day - January 1
  - b. Martin Luther King Day - Third Monday in January

**NOTE** *Civilian members with the title of staff nurse, oiler, and senior stationary engineer are not eligible to receive Martin Luther King Day as a holiday.*

- c. Lincoln's Birthday - February 12
  - d. President's Day - Third Monday in February
  - e. Memorial Day - Last Monday in May
  - f. Independence Day - July 4
  - g. Labor Day - First Monday in September
  - h. Columbus Day - Second Monday in October
  - i. Veteran's Day - November 11 - or other date established by New York State Legislature
  - j. Election Day - First Tuesday following first Monday in November
  - k. Thanksgiving Day - Fourth Thursday in November
  - l. Christmas Day - December 25.
2. Assign civilian member to work on above holidays on a regular scheduled work day if:
  - a. Essential work is required AND
  - b. Prior approval is received, in writing, from the Office of the Chief of Department.
3. Grant compensatory time and 50% cash premium pay when a civilian member, entitled to be excused on a legal holiday, is required to work, on a regularly scheduled work day.
  - a. The cash premium applies **ONLY** when a civilian member works on the legal holiday date on a regularly scheduled workday.
  - b. To process holiday compensatory time and premium pay, timekeepers will enter the appropriate event code on **Electronic Timesheet**.

**NOTE** *Prevailing rate civilian members of the service will be compensated as per individual wage determinations.*

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4. Grant one compensatory day off only in lieu of the holiday when the holiday occurs on a civilian member's scheduled day off AND the civilian member does NOT work on that day.
5. Schedule civilian member to take one compensatory day off EITHER prior to or after the actual holiday when a holiday falls on a Saturday or Sunday, AND it is necessary to keep facilities open on BOTH Monday and Friday, AND member is scheduled to be off Saturday and Sunday OR have member work both Friday and Monday and grant one compensatory day.

**NOTE**

*A civilian member (other than prevailing rate) will NOT be ordered to work a regularly scheduled day off which is also an actual holiday unless there is an extreme emergency AND ONLY with the approval, in writing, from the Office of the Chief of Department.*

**ADDITIONAL  
DATA**

*Any civilian member (other than prevailing rate) scheduled for a regular day off on an actual holiday, who is required to work with the approval, in writing, from the Office of the Chief of Department will receive at his or her option either:*

- a. *Two days compensatory time and one half day's pay, OR*
- b. *One day compensatory time and five hours pay at the straight time rate and two hours pay at the time and one half rate for thirty five hour members. Forty hour members will receive one day compensatory time AND eight hours pay at the time and one half rate.*

*Commanding officers are permitted to assign Police Administrative Aides to perform telephone switchboard and/or command clerk and SP9 operator duties on all holidays, EXCEPT as provided in NOTE following step 5 above.*

*To insure these essential assignments are manned on holidays, commanders will:*

- a. *Determine the number of Police Administrative Aides required to maintain the operational level of command.*
- b. *Utilize total precinct complement of Police Administrative Aides, to equalize the distribution of holiday assignments.*
- c. *Obtain approval, in writing, from Office of the Chief of Department.*

*The 1995 Municipal Coalition Memorandum of Economic Agreement (MCMEA) designated Lincoln's Birthday as a floating holiday. A civilian member shall be entitled to one floating holiday in each calendar year during which the civilian member is in active pay status with the employer prior to Lincoln's Birthday of such calendar year, subject to the following conditions:*

- a. *The floating holiday shall be taken at the member's discretion, subject to the needs of the employing agency. Members must request to use their floating holiday in writing at least thirty days in advance on a **Digital Leave of Absence Request**. Approval or disapproval of the request shall be made on the same form by a supervisor authorized to do so by the agency. Decisions shall be made within ten working days of submission.*
- b. *Civilian members wishing to use their floating holiday to observe Lincoln's Birthday shall file such requests prior to January 15<sup>th</sup>. Approval shall not be unreasonably denied.*

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**ADDITIONAL  
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- c. *Once a floating holiday request has been approved, the approval may not be rescinded except in writing by the Chief of Personnel. If a civilian member is required to work on a floating holiday once the request for it has been approved, the member shall receive a fifty percent cash premium for all regularly scheduled hours worked on the floating holiday and shall, in addition, receive compensatory time off at the member's regular rate of pay.*
- d. *The floating holiday must be used in the calendar year in which it is earned and may not be carried over to a succeeding year or cashed out upon separation of service. If the Chief of Personnel calls upon a member not to take the floating holiday by the end of the calendar year, the floating holiday shall be carried over to the following calendar year only.*

*Since civilians assigned on holidays will receive premium pay, the normal prohibition against rescheduling of tours IS NOT applicable.*

*Civilian members hired on or before July 14, 1996, and who are covered by the Citywide contract are entitled to receive night shift differential between the hours of 1800 and 0800. Civilian members hired after July 14, 1996, and who are covered by the Citywide contract are entitled to receive night shift differential between the hours of 2000 and 0800.*

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## ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-07
<b>CIVILIAN MEMBER - REPORTING SICK</b>		
DATE EFFECTIVE: 03/07/23	LAST REVISION: R.O. 11	PAGE: 1 of 7

### PURPOSE

To maintain confidentiality of civilian employee medical records and process sick reports of civilian members.

### DEFINITIONS

**SICK LEAVE PERIODS** - Six month periods - January 1<sup>st</sup> to June 30<sup>th</sup> and July 1<sup>st</sup> to December 31<sup>st</sup>.

**DOCUMENTED SICK LEAVE** - Sick leave which requires a state licensed health practitioner to provide a written note. Only original document(s) are accepted unless extenuating circumstances as determined by commanding officer or designee.

**LICENSED HEALTH PRACTITIONER** - One who is licensed by the state in which they practice to diagnose and certify illness or disability.

### PROCEDURE

When personal illness or injury prevents the proper performance of duty:

### CIVILIAN MEMBER

1. Notify commanding officer/supervisory head in person, by competent messenger or telephone, two hours prior to scheduled tour, if possible, but no later than start of tour, when reporting sick or returning from sick report.
  - a. If command is closed, report illness/injury before next business day.
2. Complete a **CIVILIAN SICK LEAVE REPORT (PD429-123)**, sign and attach all medical documentation to the form and submit to the commanding officer/supervisory head immediately upon return to duty.

### NOTE

*If sick leave is for an approved Family and Medical Leave Act (FMLA) condition, indicate whether leave is for personal or family illness. In accordance with citywide guidelines on the Family and Medical Leave Act, any approved FMLA leave must be used concurrently with paid leave balances. Guidelines pertaining to FMLA may be obtained from your personnel officer or from the Military and Extended Leave Desk.*

3. Notify commanding officer/supervisory head once every five working days when on sick report.
4. Request attending licensed health practitioner to furnish written note after twelve working days, and every thirty calendar days thereafter and submit to commanding officer/supervisory head.
5. Civilian member must provide a written note from a health practitioner when:
  - a. On sick leave more than three consecutive work days
  - b. On undocumented sick leave more than five times in any sick leave period
  - c. On undocumented sick leave more than four times in a sick leave period on the day before or following a holiday or scheduled day-off
  - d. All accrued leave has been used and leave without pay is now requested due to illness/injury

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**NOTE** *Civilian members covered by the citywide contract may elect to take sick leave without pay after all accrued sick leave is exhausted, while retaining their accrued annual leave balance.*

- CIVILIAN MEMBER (continued)**
- e. Informed that a series of three or more medical appointments for one day or less are required. Treatment schedule **MUST** be listed. (Such visits are considered documented sick leave)
  - f. Member is under the Absence Stepping Procedure.

**NOTE** *A civilian member who is required to have an original written note as per step 5, items “b” and “c” above, will continue to submit documentation each time reporting sick until the member has completed a sick leave period without reporting sick more than two times.*

- SUPERVISOR ACCEPTING SICK REPORT**
- 6. Inquire of civilian member as to their well-being and if member is presently confined to a hospital or will be so confined.
    - a. Place civilian member of the service on sick report via Medical Division Sick Reporting System.

**NOTE** *Civilian member’s answers to the supervisor’s inquiries as to hospitalization are strictly voluntary. Information received is to be treated in a confidential manner, in the same manner as medical records. Members with any questions concerning the above should contact the Legal Bureau.*

- 7. Notify the Medical Division’s Sick Desk supervisor immediately of the following, if civilian member of the service is hospitalized:
  - a. Member’s name,
  - b. Title,
  - c. Tax number,
  - d. Any condition that interferes with member’s ability to perform functions of position, if known,
  - e. Anticipated return-to-work date,
  - f. Hospital of confinement,
  - g. Date of admission.
- 8. Direct member to notify their command upon release from hospital, if applicable.

- MEDICAL DIVISION SICK DESK SUPERVISOR**
- 9. Enter information of civilian member listed in step “7” above in Medical Division’s Hospitalization Log.

- COMMANDING OFFICER/ SUPERVISORY HEAD**
- 10. Notify sick member by telephone or have notification made by radio motor patrol car, if member concerned is delinquent in complying with steps 3 and 4 above.
    - a. Have entry made of notification in appropriate Department record.
    - b. Have registered letter forwarded to member, return receipt requested, if unable to notify by telephone or radio motor patrol car.
    - c. Include in notification statement that failure to report as required may result in termination of employment.

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11. Have report prepared on **Typed Letterhead**, requesting termination of member who fails to communicate with commanding officer/supervisory head within twenty consecutive workdays after being notified of delinquency, including:
  - a. Title, full name
  - b. Date of appointment
  - c. Date assigned to present command
  - d. Date of current sick leave and prior sick leave
  - e. Dates and times of documented attempts to advise civilian member of Department's reporting requirements.
12. Forward report to Commanding Officer, Professional Standards Bureau (through channels) and notify the Performance Analysis Section, Civilian Monitoring/Evaluation Unit.
13. Notify Commanding Officer, Medical Division when a civilian member on sick leave is suspected of malingering.
14. Investigate illness/injury claimed or location of civilian member during sick leave when circumstances warrant or when requested by Chief of Personnel.
15. Report results of investigation to Chief of Personnel.

**COMMANDING OFFICER,  
MEDICAL DIVISION**

16. Have police surgeon examine member suspected of malingering when requested by commanding officer concerned or Chief of Personnel.

**NOTE**

*The police surgeon will visit the sick member, verify the illness/injury claimed and location of member during sick leave, and report condition of civilian member to Commanding Officer, Medical Division.*

**COMMANDING OFFICER,  
MEDICAL DIVISION**

17. Report results of surgeon's visit, on **Typed Letterhead**, to Chief of Personnel if surgeon finds after examination, that:
  - a. Member is malingering.
  - b. Member is NOT malingering but was examined at direction of Chief of Personnel.

**COMMANDING OFFICER/  
SUPERVISORY HEAD**

18. Interview member after return to duty regardless of duration of sick leave.

**NOTE**

*Approval of sick leave is discretionary. If abuses of sick leave provisions are indicated, the commanding officer concerned may request the sick/injured member to submit proof of such illness/injury. The commanding officer may then approve/disapprove the leave based on the documentation provided.*

19. Enter the results of absence interview on reverse side of **ABSENCE AND TARDINESS RECORD (PD433-145)**. Both member and supervisor must initial back of absence and tardiness record and enter the word "sick" under reasons.

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| <b>COMMANDING OFFICER/<br/>SUPERVISORY HEAD<br/>(continued)</b> | 20. | Have rear of <b>ABSENCE AND TARDINESS RECORD</b> duplicated if member was warned and admonished during interview process.   |
|   | a.  | Give member duplicated copy.  |
|   | 21. | Confer with Civilian Monitoring/Evaluation Unit and Department Advocate's Office prior to:  |
|   | a.  | Preparing disciplinary charges when a member has exhausted sick leave allowance, alleges an illness/injury, and takes other leave without prior approval, with or without pay, and fails to document such illness/injury.   |
|   | b.  | Instituting an action for medical incompetence when member has an excess of absences for various medical reasons over a prolonged period of time and member is unable to perform regularly.   |
|   | 22. | Forward original <b>CIVILIAN SICK LEAVE REPORT</b> with all medical documents attached to the commanding officer. Forward only the second copy (without medical documentation) to the timekeeper.   |
| <b>COMMANDING OFFICER</b>                                       | 23. | Ensure 1 <sup>st</sup> copy of the <b>CIVILIAN SICK LEAVE REPORT</b> is filed by authorized personnel with any related medical documentation attached, in chronological order, in a confidential sick documentation folder within the command.                                |
|   | a.  | Maintain a separate confidential sick documentation folder for each member of the command.  |
| <b>TIMEKEEPER</b>   | 24. | Determine the proper event code, enter it on the <b>CIVILIAN SICK LEAVE REPORT</b> , and make appropriate entries on the <b>Electronic Timesheet</b> .  |
|   | 25. | File only the 2 <sup>nd</sup> copy of the <b>CIVILIAN SICK LEAVE REPORT</b> , in chronological order in the member's personal folder, next to their <b>ABSENCE AND TARDINESS RECORD</b> and <b>CIVILIAN RECORD OF SUPERVISORY CONFERENCES (SUB-MANAGERIAL) (PD433-1411)</b> . |
| <b>COMMANDING OFFICER/<br/>SUPERVISORY HEAD</b>                 | 26. | Ensure that all Department property is surrendered on last tour of duty and indicate such on <b>PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE (PD520-013)</b> , for all Department approved leave grants and leave of absence without pay of thirty days or more.              |
|   | 27. | Ensure the distribution of <b>PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE</b> , as follows:  |
|   | a.  | Original - Military and Extended Leave Desk   |
|   | b.  | First copy - member requesting leave  |
|   | c.  | Second copy - command file  |
|   | d.  | Remaining copies – member's Personal Folder.  |



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### INTEGRITY CONTROL OFFICER

28. Forward **NYPD Restricted Parking Permits (Misc. 23-N)** and **Headquarters Annex Parking Permits (Misc. 814HQ-Annex)**, by messenger, to the Chief of Department's Vehicle Identification Unit.
29. Forward shield, if applicable, and/or **IDENTIFICATION CARD (PD416-091)**, by messenger, to Shield, ID and Uniformed Services Unit, and obtain receipt.

### NOTE

*Members on military leaves of absence of thirty days or more may retain their **IDENTIFICATION CARD**.*

### ADDITIONAL DATA

*The Confidential Sick Documentation Folder will only be accessible to the commanding officer, executive officer, integrity control officer, operations coordinator, principal administrative associate or other members authorized by the commanding officer to have access to the records for the proper discharge of their duties.*

*The medical documentation submitted by civilian employees contains confidential medical information and therefore will be maintained separately from the personnel folder. The commanding officers will maintain all sick documentation/records for each civilian employee assigned to the command in a separate medical folder and store such folders in a locked file cabinet. This information may not be kept with other personnel information.*

*The supervisory head of each command will interview civilian members after return to duty regardless of duration of sick leave. The supervisory head will instruct the timekeeper to make the appropriate entries on the front and back of the **ABSENCE AND TARDINESS RECORD** ensuring that no medical information is listed. The **ABSENCE AND TARDINESS RECORD** will contain the results of the interview conducted regarding the employee's use of sick leave, compliance with Department regulations and any required entries under A.G. 318-24, "Absence and Tardiness Record (Civilian Members of the Service)."*

*The Confidential Sick Documentation Folder of every civilian member of the service remains confidential even if they resign, retire, or are terminated. All employees who possess or have access to medical information, or who become aware of medical information, are prohibited from discussing or disclosing such information except as necessary for official purpose(s). The Personnel Bureau and Deputy Commissioner, Legal Matters and their sub-units may release confidential medical information upon request. This prohibition applies to disclosures to other members of the service as well as members of the public. Anyone who violates the confidentiality requirements for medical records/information will be subject to discipline.*

*In the event that an employee transfers, retires or resigns, or is otherwise separated from service, their sick documentation folder will be forwarded to the proper command in a confidential envelope addressed to the commanding officer of the new command.*

*If an employee is transferred to the Military and Extended Leave Desk, their sick documentation folder and personal folder will remain at the permanent command.*

*Commanding officers will ensure that all members of the service assigned to their command are made aware of the manner in which sick leave records for civilian members are to be maintained in accordance with this procedure.*

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### **ADDITIONAL DATA (continued)**

*Civilian members are granted one day sick leave for each month of service. Sick leave may be used as it accrues. Some civilian employees hired on or after July 1, 2004 may accrue sick leave at a lesser rate. Sick leave is granted to permanent, provisional or temporary members who work a regularly scheduled, standard work week of seven, and seven and one half or eight hour days and can only be used for personal illness of member (see exceptions below regarding care of ill family members).*

*The normal minimal unit of sick leave which may be charged against the member is one half day. However, sick leave, which is approved by the commanding officer, may be taken in units of one hour. In such case, a member will be considered sick "one time" when the units accumulated amount to one half day.*

*When a civilian member has been recommended for relief from duty by a medical practitioner acting on behalf of the Medical Division, the time granted shall be considered documented sick leave for the day of the relief from duty only, unless otherwise specified by the Medical Division.*

*Commanding officers are required to requisition a sufficient number of **CIVILIAN SICK LEAVE REPORT** forms from the Quartermaster Section and ensure that each civilian member assigned to his command receives several copies of the form for subsequent use.*

*The following section shall apply only to civilian members who work OTHER THAN a regularly scheduled standard work week consisting of five days, seven hours, seven and one-half hour or eight hours per day:*

<i>WORK WEEK</i>	<i>MONTHLY ACCRUAL</i>	<i>CONVERSION RATE</i>
<i>40 hours</i>	<i>8 hours</i>	<i>7 hours per day</i>
<i>37 ½ hours</i>	<i>7 ½ hours</i>	<i>7 ½ hours per day</i>
<i>35 hours</i>	<i>7 hours</i>	<i>8 hours per day</i>

*All requests for leave shall be in terms of hours.*

*All part time, per annum, per diem, per session, hourly and seasonal members who regularly work at least one half the hours in the required work for full-time members in the same title, shall accrue sick leave credits of one hour of leave for every twenty hours actually worked with no maximum sick leave balance.*

*Sick leave may be granted by the Chief of Personnel provided civilian members submit proof of disability.*

*A civilian member's annual leave shall be changed to sick leave during a period of verified hospitalization. In addition, if a member is seriously disabled, but not hospitalized while on annual leave, the Chief of Personnel may, at his discretion, approve a change of such leave to sick leave.*

*Sick leave credits cannot be earned for the period a civilian member is on leave of absence without pay. For the earning of sick leave credits, the time recorded on the payroll at the full rate of pay and the first six months of absence while receiving Worker's Compensation payments shall be considered as time "served" by the member.*

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### **ADDITIONAL DATA (continued)**

*In the calculation of sick leave credits, a full months credit shall be given to a member who has been in full pay status for at least fifteen calendar days during that month, provided however that:*

- (a) Where a member has been absent without pay for an accumulated total of more than thirty calendar days in the vacation year, the member shall lose the sick leave credits earnable in one month for each thirty days of such accumulated absence even though in full pay status for at least 15 calendar days in each month during this period and:*
- (b) If a member loses sick leave credits under this duty for several months in the vacation year because the member has been in full status for fewer than 15 days in each month, but accumulates during said months a total of thirty or more calendar days in full pay status, the member shall be credited with the sick leave credits earnable in one month for each thirty days of such full pay status.*

*At the discretion of the Chief of Personnel, civilian members, except provisional and temporary members who have exhausted all earned sick leave and annual leave balances due to personal illness may be permitted to use unearned sick leave allowance up to the amount earnable in one year of service, chargeable against future earned sick leave. Such requests must be forwarded to the Chief of Personnel, through channels and approved prior to advancement.*

*At the discretion of the Chief of Personnel, permanent civilian members may also be granted sick leave with pay for three months after ten years of city service after all credits have been used. In special instances sick leave with pay may be further extended, with the approval of the Chief of Personnel, who shall be guided in this matter by the nature and extent of illness and the length and character of service. Such requests must be forwarded to the Chief of Personnel through channels. If this type of leave is approved, the member DOES NOT earn any annual or sick leave while on this special leave. In cases of protracted illness, a health practitioner's certificate shall be presented at the end of each month of continued absence.*

*The commanding officer/supervisory head of members who have exhausted all sick and vacation leave and who will be on sick leave for thirty days or more will contact the Military and Extended Leave Desk for instructions relative to transferring such members to that unit.*

*The commanding officer/supervisory head of members requesting the advancement of sick leave or the discretionary sick leave with pay grant should contact the Employee Resources Section, Civilian Employee Services Unit for instructions relative to these procedures.*

*Article V, Section 5(a)(ii) of the 1990-92 Citywide Agreement is amended as follows:*

*Notwithstanding the provision of Section 5 (a) (I), members may use three days per year from their sick leave balances for the care of ill family members. Approval of such leave is discretionary with the agency, and proof of disability (illness or injury) must be provided by the member satisfactory to the agency within five days of the member's return to work.*

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## ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-10
<b>CIVILIAN MEMBER - RESIGNATION</b>		
DATE EFFECTIVE: 11/18/21	LAST REVISION: I.O. 107	PAGE: 1 of 2

**PURPOSE** To process the resignation of a civilian member.

**PROCEDURE** When a civilian member indicates an intention to resign:

**COMMANDING OFFICER/  
SUPERVISORY  
HEAD**

1. Prepare **RESIGNATION AND EXIT INTERVIEW (PD452-151)**.
  - a. Request member to sign form.
  - b. Inform member that final paycheck will not be issued until an audit of member's time is completed.

**NOTE** *A civilian member of the service may resign in person or personal letter to their commanding officer/supervisor head, or to the Human Resources Division. If a member attempts to resign via telephone, the command should obtain written confirmation. The command will send a certified letter containing the **RESIGNATION AND EXIT INTERVIEW** form for the resigning member to complete and return. If the member resigns other than in person, the member receiving the resignation will prepare **RESIGNATION AND EXIT INTERVIEW** as completely as possible. Attach to the form any written communication received from resignee and contact resignee to obtain **IDENTIFICATION CARD (PD416-091)** and shield, and any other Department property issued to the member.*

2. Notify:
  - a. Operations Unit,
  - b. Occupational Safety and Health Section, if resigning member indicated they do not feel safe in their work environment,
  - c. Office of Deputy Commissioner, Equity and Inclusion,
  - d. Internal Affairs Bureau, and
  - e. Payroll Section by telephone during business hours.
3. Obtain **IDENTIFICATION CARD**, shield, and any other Department property issued to resigning member.
  - a. Obtain personally assigned cellular telephone and all accessories, if applicable, and have hand delivered to the Telecommunications Unit, One Police Plaza, Room 910B.
4. Direct member, if **IDENTIFICATION CARD** and/or shield is missing, to report loss to desk officer of precinct where loss occurred or where loss was discovered.
5. Have command (if resignee refused to make required report) report loss of **IDENTIFICATION CARD** and/or shield by telephone to desk officer of resident precinct, when located within the confines of New York City.
  - a. If resignee resides outside New York City, have **COMPLAINT REPORT** prepared in precinct where member performs duty.

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**COMMANDING OFFICER/  
SUPERVISORY HEAD  
(continued)**

6. Forward **RESIGNATION AND EXIT INTERVIEW** form, **IDENTIFICATION CARD** and shield, and if appropriate, copy of **COMPLAINT REPORT** with results of any investigation accompanied with two copies of **PERSONNEL RECORDS TRANSMITTAL (PD449-151)** to Human Resources Division, within five business days.
7. Forward remaining copies of **RESIGNATION AND EXIT INTERVIEW** as specified on the form within five business days.
8. Retain other Department property in member's command.

**NOTE**

*If a member who has completed a probationary period is resigning to take an eligible position at an eligible city agency, they may be entitled to a conditional resignation and leave of absence without pay to complete their probationary period in their new agency, in accordance with Department of Citywide Administrative Services procedure 200-10. These members must resign at Human Resources Division in order to ascertain eligibility and complete the appropriate forms.*

**HUMAN RESOURCES  
DIVISION**

9. Request an audit of member's time from Leave Integrity Management Section.
  - a. Contact command with results of audit and adjust time accordingly.
  - b. Determine amount of time due and adjust resignation date accordingly.
10. Forward appropriate documents to Payroll Section and Personnel Orders Division to remove member from Department's payroll and databases.
11. Notify command of resigning member when resignation occurs thereat.

**ADDITIONAL  
DATA**

*A civilian member who resigns while on probation is not credited with any annual leave.*

*A resignation must be accepted when offered. A civilian member of the service is not required to obtain approval to resign from the Police Commissioner.*



## ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-13
<b>REIMBURSEMENT TO CITY FOR JURY SERVICE</b>		
DATE EFFECTIVE: 11/18/21	LAST REVISION: I.O. 110	PAGE: 1 of 3

**PURPOSE** To grant civilian members of the service leave with pay and recover compensation paid to those employees for jury service.

**PROCEDURE** Upon receipt of subpoena for jury duty:

**MEMBER OF THE SERVICE** 1. Show subpoena to commanding officer/supervisory head.

**COMMANDING OFFICER/SUPERVISORY HEAD** 2. Instruct member to obtain written verification from court clerk indicating dates of jury service after completion of jury duty.  
3. Inform civilian member of the service that monies received for jury duty MUST be turned over to city after travel expenses have been deducted.

**NOTE** *A member of the service who fails to remit monies received for jury duty to the city will have annual leave balance reduced by number of days of jury duty or if annual leave balance is insufficient, appropriate monies due will be deducted from employee's paycheck.*

4. Assign member to a Monday to Friday schedule to conform to court attendance.
5. Direct clerical member to make appropriate entries in command records.
6. Have following statement signed by member concerned:  
"I have been informed of and understand my obligation to remit to the City of New York any monies received by me for service as a juror".
7. Have statement filed in member's personal folder.

**CLERICAL MEMBER** 8. Duplicate subpoena and file in member's personal folder.  
9. Make entry in command diary each day member is absent from duty.  
10. Make entry on **ABSENCE AND TARDINESS RECORD (PD433-145)**, "J" for Jury Duty.  
11. Obtain Certificate of Service from court clerk upon completion of jury duty.

**MEMBER OF THE SERVICE** 12. Submit Certificate of Service to commanding officer/supervisory head.  
13. Enter appropriate codes on the member's **Electronic Timesheet** and attach a copy of the Certificate of Service.

**CLERICAL MEMBER** 14. Make entry in command diary, under date six weeks and eight weeks after last day of jury service indicating that verification must be made to determine if member concerned remitted payment to City.

**NOTE** *Payment by state for jury duty should be received approximately four to six weeks after completion of duty. Federal juror payments are mailed approximately six to eight weeks after completion of obligation.*

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- COMMANDING OFFICER/  
SUPERVISORY  
HEAD**
15. Have Certificate of Service filed in member's personal folder.
  16. Compute amount to be refunded to City treasury.

**NOTE** *Civilian members of the service are no longer entitled to the per diem rate allowances for jury duty paid by city, county and state courts of New York State. The current per diem rates for jury duty on federal courts and courts outside New York State may continue to be obtained from the court clerk. To ensure proper recoupment of all monies owed to the City of New York, timekeepers **MUST** examine and attach a copy of the per diem check refund stub to the Certificate of Service at the conclusion of jury duty.*

### UPON RECEIPT OF CHECK FOR JURY DUTY

- MEMBER OF  
THE SERVICE**
17. Show check to commanding officer/supervisory head before cashing, if remittance is for carfare ONLY.
  18. Give personal check or money order to commanding officer/supervisory head, payable to the City of New York, Department of Finance, for amount received for jury duty less travel expenses.
- CLERICAL  
MEMBER**
19. Hand deliver check/money order, accompanied by **FEE TRANSMITTAL SHEET (PD122-150)** to Director, Audits and Accounts Unit. The **FEE TRANSMITTAL SHEET** must include the member's name, social security number, date(s) of service, along with a copy of the Certificate of Service and a copy of the check and jury duty stub.

### IF MEMBER DOES NOT REMIT MONIES FOR JURY DUTY

- COMMANDING OFFICER/  
SUPERVISORY  
HEAD**
20. Direct the payroll clerk to send a reminder to the civilian member of the amount of payment the member MUST refund to the City when no payment has been received after a period of twelve weeks has elapsed since completion of jury duty.
  21. Remind civilian member of the service that proof of payment for jury duty was not received.
    - a. If member states that payment was not received, member concerned should telephone court clerk for documentation re: non-payment, etc.
  22. Notify member concerned if remittance not received fourteen weeks after last day of jury duty, that annual leave balance will be reduced by appropriate number of days.
  23. If member has insufficient leave balance, advise member concerned that amount due will be deducted from paycheck.
  24. Have timekeeper make appropriate entries to deduct annual leave.
  25. Notify Payroll Section of amount to be deducted from paycheck.



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### INTEGRITY CONTROL OFFICER

26. Audit **ABSENCE AND TARDINESS RECORD**, EACH JULY, to ensure compliance.

### *ADDITIONAL DATA*

*A civilian member of the service may elect to use annual leave or other compensatory time to cover period of jury duty and retain payment for such service.*

*If civilian member of the service states that payment for jury duty was NOT received or was lost or stolen, commanding officer concerned may only accept written verification from court where jury duty was performed. When written statement is accepted, period of time for payment to City will be extended.*

*A member may be excused with pay for one-half day, including travel time, for examination of qualifications for jury duty. A civilian member of the service must produce communication from court concerned before excusal is authorized. A member will NOT be paid for such appearance. Therefore, remittance is not required to be made.*

*If a jury session ends earlier than the end of the member's regular scheduled work day, the member is expected to report to work, provided that at least one hour of the member's regular scheduled work day remains committed after the member's return to work.*

*Civilian members serving as grand jurors in courts which divide grand jury service into morning and afternoon sessions are expected either to report to work prior to each session or to return to work after the close of each session, provided that at least one hour of the member's regularly scheduled work day remains committed after the member's return to work.*

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## ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-14
<b>CIVILIAN MEMBER - OFF DUTY EMPLOYMENT</b>		
DATE EFFECTIVE: 11/18/21	LAST REVISION: I.O. 99	PAGE: 1 of 3

<b>PURPOSE</b>	To provide guidelines for civilian members of the service to notify the Department when engaging in off duty employment.
<b>SCOPE</b>	Civilian members of the service are allowed to engage in off duty employment and do not need prior authorization. However, civilian members must immediately notify the Department as soon as off duty employment is obtained. Members seeking off duty employment must be cognizant of potential conflicts of interest, based upon their title and/or position in the Department.
<b>DEFINITION</b>	<u><b>OWNERSHIP INTEREST</b></u> - An interest in a firm held by a member of the service, or by that member of the service's spouse, domestic partner, or unemancipated child when the member of the service, or the member of the service's spouse, domestic partner, or unemancipated child exercises managerial control or responsibility over the firm.
<b>PROCEDURE</b>	When a civilian member of the service engages in off duty employment or maintains an ownership interest in a firm:
<b>CIVILIAN MEMBER OF THE SERVICE</b>	<ol style="list-style-type: none"> <li>1. Complete <b>OFF DUTY EMPLOYMENT APPLICATION/NOTIFICATION (PD407-164)</b> and forward to commanding officer/supervisory head. <ol style="list-style-type: none"> <li>a. Attorneys must adhere to A.G. 332-04, "<i>Uniformed Member – Off Duty Employment</i>" (see <i>ADDITIONAL DATA - PROHIBITIONS FOR ATTORNEYS ENGAGED IN OFF DUTY EMPLOYMENT</i>).</li> <li>b. Comply with A.G. 304-12, "<i>Financial Restrictions</i>."</li> </ol> </li> </ol>
<b>COMMANDING OFFICER/ SUPERVISORY HEAD</b>	<ol style="list-style-type: none"> <li>2. Interview employee and determine if conditions of off duty employment are within Department guidelines.</li> <li>3. Forward original <b>OFF DUTY EMPLOYMENT APPLICATION/NOTIFICATION</b> to the Employee Resources Section direct.</li> <li>4. Recommend appropriate action (e.g., revoke permission, disciplinary action, etc.) if outside employment interferes with member's responsibility to Department.</li> </ol>
<b>CIVILIAN MEMBER OF THE SERVICE</b>	<ol style="list-style-type: none"> <li>5. Prepare a new <b>OFF DUTY EMPLOYMENT APPLICATION/NOTIFICATION</b> immediately upon any change in status of employment or change of employer.</li> </ol>
<b>COMMANDING OFFICER/ SUPERVISORY HEAD</b>	<ol style="list-style-type: none"> <li>6. Advise member to submit a renewal <b>OFF DUTY EMPLOYMENT APPLICATION/NOTIFICATION</b> for continuing off duty employment beyond each twelve month period at least ten days prior to expiration of current approved request.</li> </ol>

## ADMINISTRATIVE GUIDE

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### EMPLOYEE RESOURCES SECTION

7. Review **APPLICATION/NOTIFICATION** and determine if conditions of off duty employment are within Department and Board of Ethics guidelines and rulings.
  - a. Contact Legal Bureau, if necessary.
  - b. If employment presents conflict of interest:
    - (1) Advise employee of provisions of New York City Charter, Section 2604, "Prohibited Interests and Conduct" and that such employment is not appropriate
    - (2) Advise employee to forward report on **Typed Letterhead** detailing reasons for appeal, if employment is denied, to Deputy Commissioner, Legal Matters, as per *A.G. 316-18*, "Conflicts of Interest Board."
8. Assign Off Duty Work Number and insert in appropriate space on **APPLICATION/NOTIFICATION**.
9. Complete "Final Action" section on **APPLICATION/NOTIFICATION**; and sign.
10. Distribute copies of **APPLICATION/NOTIFICATION** as follows:
  - a. ORIGINAL – place in member's Personnel Folder
  - b. DUPLICATE – return to command of origin for file
  - c. TRIPLICATE – return to member concerned.

### ADDITIONAL DATA

#### GUIDELINES FOR OFF DUTY EMPLOYMENT

- a. *Must be performed outside regular duty hours of Department employment.*
- b. *May engage in off duty employment when on approved Family Medical Leave or Paid Family Leave.*
- c. *Excessive sick leave or other evidence indicating off duty employment impairs ability to perform assigned duties is cause for revocation of approval to engage in off duty employment.*
- d. *Must not interfere or conflict with Department duties, availability or efficiency.*
- e. *Not permitted if Police Department employment is a prerequisite for off duty employment.*
- f. *Not permitted if related to or concerned with matters that the Department is required to inspect or license, unless authorized.*
- g. *Must not work on sick leave.*
- h. *Not permitted if engaged, except by operation of law, directly or indirectly in any manner with business dealings of the City.*
- i. *Department equipment, supplies, letterhead, personnel, or any other Department resources may not be used for off duty employment.*
- j. *Not permitted if related to or concerned with matters that any City agency is required to inspect, approve or license, unless authorized.*
- k. *Not permitted if the employment creates a prohibited subordinate-superior financial relationship.*

*A civilian member may engage in off duty employment without prior notice during period of suspension from duty without pay.*

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**ADDITIONAL  
DATA**  
(continued)

*A civilian member of the service seeking part time employment in another City agency, or in ANY other governmental jurisdiction or agency MUST prepare **Certification of Compatibility for Dual Employment**. (A **Certification of Compatibility for Dual Employment (DP1021A)** for City Mayoral Agencies or **Certification of Compatibility for Dual Employment (DP1021B)** for all other governmental agencies or jurisdictions). These forms are available at the Human Resources Division, Employee Resources Section, who will process forms upon completion.*

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## ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-19
<b>CIVILIAN MEMBER - LATENESS POLICY</b>		
DATE EFFECTIVE: 11/18/21	LAST REVISION: I.O. 110	PAGE: 1 of 2

### PURPOSE

To record, monitor, and discipline civilian lateness.

### SCOPE

At the beginning of a scheduled tour, a civilian member of the service will be granted a five minute grace period and the lateness will be classified as “excused.” When the lateness extends beyond the five minute grace period, the full period of time between the scheduled reporting time and the actual reporting time shall be charged against such member. A civilian member whose starting time is 0900 hours, and who reports to work at 0905 hours would not be “late”. A civilian member of the service with such a starting time who reports to work at 0906 hours would be charged with six minutes of lateness. The only exception to the above is lateness found by the unit supervisor/commanding officer to have been caused by transportation circumstances beyond the control of the tardy civilian member of the service. This would be considered an “excused” lateness. The tardy civilian member may be required to furnish proof of the lateness and a request for excusal shall not be unreasonably denied. A refusal to excuse a lateness may be appealed to the Deputy Commissioner, Labor Relations, through channels.

### NOTE

*Civilian members of the service on a flextime schedule do not have a grace period beyond their flex.*

### PROCEDURE

When a civilian member of the service reports to work after scheduled starting time, upon return from meal, or other scheduled non-work period:

### COMMANDING OFFICER/UNIT SUPERVISOR

1. Determine whether lateness is to be classified as “excused” or “unexcused.”
2. Have entry made on the calendar and interview portion of the **ABSENCE AND TARDINESS RECORD (PD433-145)**, indicating “unexcused” latenesses.

### NOTE

*All unexcused tardiness must be recorded since this information may be used to form the basis for subsequent disciplinary action, termination proceedings, and when preparing **PERFORMANCE EVALUATION-CIVILIAN (SUB-MANAGERIAL) (PD439-152)**.*

3. Deduction for unexcused lateness shall be made on a minute for minute basis from any compensatory time standing to a member’s credit and then, if there is no such credited time, from the member’s annual leave balances.
4. Have member’s immediate supervisor notify member of amount of leave deducted, within two days of unexcused lateness.
5. Review member’s attendance record, for at least the preceding twelve month period, prior to conducting an interview.
6. Conduct an interview with member concerned regarding the Department’s lateness policy.

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**COMMANDING  
OFFICER/UNIT  
SUPERVISOR  
(continued)**

7. Enter details of interview as required on the **ABSENCE AND TARDINESS RECORD**.
8. Issue warnings to member concerned for unexcused lateness, under the following circumstances:
  - a. FIRST WARNING: Upon fourth occurrence within a twelve month period. Determine methods to assist the employee to improve (i.e., tour change, chart change, etc.), consistent with the needs of the Department.
  - b. SECOND WARNING: Upon fifth occurrence within a twelve month period. Advise member that additional unexcused lateness may result in disciplinary action.
  - c. THIRD WARNING: Upon sixth occurrence within a twelve month period. Advise member that a seventh or subsequent unexcused lateness within a twelve month period will result in disciplinary action.

**NOTE**

*The results of these interviews will be recorded on **ABSENCE AND TARDINESS RECORD**.*

9. Institute disciplinary action for seven or more unexcused latenesses within a twelve month period.

**ADDITIONAL  
DATA**

*These regulations do not prohibit a commanding officer/unit supervisor from taking appropriate disciplinary action when a member's unexcused lateness is for an excessive length of time or where overall attendance record warrants such action prior to the seventh occurrence in a twelve month period.*

*This procedure does not apply to managerial/confidential members, police communication technicians, and members required to relieve another member of the service in order to maintain continuity of operations.*





## ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-20
<b>CIVILIAN ABSENCE - STEPPING REPORT</b>		
DATE EFFECTIVE: 11/18/21	LAST REVISION: I.O. 110	PAGE: 1 of 2

**PURPOSE** To gather information necessary to monitor civilian (sub-managerial) employee absenteeism.

**PROCEDURE** On a quarterly basis (March, June, September and December):

**MEMBER ASSIGNED** 1. Prepare **CIVILIAN ABSENCE - STEPPING REPORT (PD408-158)**.  
a. Sign **REPORT** including title and telephone number.

**COMMANDING OFFICER** 2. Review **CIVILIAN ABSENCE - STEPPING REPORT**, countersign and forward to overhead command.

**NOTE** *Each overhead command will establish a reporting schedule for their subordinate commands. Said schedule will allow sufficient time for the parent command to prepare a single consolidated report to be forwarded to the Human Resources Division, NOT LATER THAN THE 12<sup>TH</sup> OF THE MONTH THAT FOLLOWS EACH OF THE QUARTERLY MONTHS.*

**MEMBER CONCERNED/ OVERHEAD COMMAND** 3. Prepare and sign consolidated report.

**PERSONNEL OFFICER/ OVERHEAD COMMAND** 4. Countersign consolidated report and forward to Human Resources Division.

**ADDITIONAL DATA** *The **CIVILIAN ABSENCE - STEPPING REPORT** will be completed as follows:*  
a. *Add the number of civilian sub-managerial employees at specified absence levels (steps I, II, III, or IV) by extracting from the last column of the rear side of the **ABSENCE AND TARDINESS RECORD (PD433-145)** the total number at each step, and transfer the exact numbers to the corresponding columns on the **CIVILIAN ABSENCE - STEPPING REPORT** as follows:*

### NUMBER OF EMPLOYEES AT SPECIFIED LEVELS

	Step I	Step II	Step III	Step IV	No. Referred For Counseling
40 Hour Week					
35 Hour Week					
Part Time					

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**ADDITIONAL  
DATA  
(continued)**

*Indicate Step No. I, II, III, IV for six month period, January 1 to June 30, or July 1 to December 31. Indicate number of sub-managerial members of the service referred for counseling as reported on record maintained by commanding officer/supervisory head. If annual leave is used for sick leave, do not use such leave to represent sick leave figures on the **CIVILIAN ABSENCE - STEPPING REPORT**.*

*Personnel officers will monitor and evaluate **CIVILIAN ABSENCE - STEPPING REPORTS** received from subordinate commands and will apprise commanding officers of trends or unusual patterns of civilian absenteeism.*



## ADMINISTRATIVE GUIDE

Section: Leave, Payroll and Timekeeping		Procedure No: 324-06
<b>BEREAVEMENT LEAVE</b>		
DATE EFFECTIVE: 12/14/22	LAST REVISION: I.O. 121	PAGE: 1 of 2

### PURPOSE

To grant a member of the service (uniformed or civilian) leave of absence with full pay upon death of:

- a. An immediate family member, OR
- b. Domestic partner, OR
- c. Covered relative of a domestic partner, OR
- d. Same-sex committed partner, OR
- e. Covered relative of a same-sex partner.

### DEFINITIONS

IMMEDIATE FAMILY - Spouse, natural, foster or stepparent, child, brother or sister, father-in-law, mother-in-law, or any relative residing in the household.

### NOTE

*Civilian members of the service covered under the citywide collective bargaining agreement are entitled to bereavement leave upon the death of a grandchild.*

DOMESTIC PARTNERS - Two persons, both of whom are eighteen years of age or older, neither of whom is married, or related by blood in a manner that would bar their marriage in New York State, who have a close and committed personal relationship, who live together and have been living together on a continuous basis, who have registered as domestic partners and have not terminated a domestic partnership within the last six months.

COVERED RELATIVE OF A DOMESTIC PARTNER - Parent or child of domestic partner, or a relative of a domestic partner who resides in the household.

SAME-SEX COMMITTED PARTNER - Those who are financially and emotionally interdependent in a manner commonly presumed of spouses.

### PROCEDURE

When a death occurs for which a member of the service (uniformed or civilian) is entitled to bereavement leave:

### MEMBER OF THE SERVICE

1. Prepare **Digital Leave of Absence Request** using the Centralized Personnel Resource (CPR) System.
  - a. Timekeeper will prepare **Digital Leave of Absence Request** if member unable to make personal application.
  - b. Timekeeper will prepare **Digital Leave of Absence Request** if member unable to make personal application.
  - c. Uniformed and civilian members must complete 'Location During Absence' section on **Digital Leave of Absence Request** including the country, with the city/town or province where the member will be staying, date(s) of departure and date of return when requesting leave.
  - d. If remaining at residence, enter 'residence' and include appropriate location and dates.
2. Submit the **Digital Leave of Absence Request** and notify commanding officer for approval.

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**NOTE** *Civilian members of the service with the capability to enter leave of absence requests direct into CityTime, are also required to prepare a **Digital Leave of Absence Request**.*

**COMMANDING OFFICER** 3. Grant four consecutive tours of duty with full pay for bereavement leave.

**NOTE** *If death occurs, for which bereavement leave is granted to a civilian member of the service, while the member is on vacation, the vacation is not extended by such leave.*

4. Verify death and relationship.
  - a. Have member produce the official notice of death, if deceased is in military service of the United States.

**TIMEKEEPER** 5. Enter the country, with the city/town or province, date(s) of departure and date of return into Leave of Absence Report – Location During Absence database, if member is traveling to a foreign country.

6. Notify operations coordinator, if member is traveling to a foreign country.

**NOTE** *Any information concerning an employee's entitlement to bereavement leave in relation to a Domestic Partnership must be kept confidential. Under no circumstances may such information be used for purposes other than entitlement to bereavement leave.*

**ADDITIONAL DATA** **TERMINATION OF DOMESTIC PARTNERSHIP** - *A domestic partner may terminate a registered domestic partnership by filing a termination statement with the Office of the City Clerk. The person filing the termination statement shall declare that the domestic partnership is terminated and if the termination statement has not been signed by both domestic partners, that the other domestic partner has been notified of such termination by registered mail, return receipt requested. When domestic partners or a partner gets married the domestic partnership is terminated.*

*A new domestic partnership may be registered after six months has elapsed from the filing date of the termination statement.*



## ADMINISTRATIVE GUIDE

Section: Community Outreach		Procedure No: 326-01
<b>SCHOOL CROSSINGS</b>		
DATE EFFECTIVE: 05/27/21	LAST REVISION: I.O. 37	PAGE: 1 of 2

### PURPOSE

To provide safe crossing for children at school crossings.

### PROCEDURE

When determining the necessity for a school crossing and to ensure proper coverage thereof:

### COMMANDING OFFICER

1. Survey all proposed school crossings within command.
2. Establish a list, in priority order, of the most hazardous crossings.
3. Ascertain times of morning assembly, lunch period (if any), and final dismissal.
4. Prepare and forward a report on **Typed Letterhead**, through channels, to the Chief of Patrol when requesting establishment of a new school crossing or change in hours of coverage of an existent crossing and include:
  - a. List of community complaints (specify complaint details and whether from a school principal, PTA member, Council Member, etc.).
  - b. Two year collision analysis, including fatality data (specify age of victim[s]).
  - c. Nearby bus or transit locations, and distances from requested school crossing.
  - d. Distance in feet from the requested school crossing to the related school.
  - e. Explanation that above applicable factors no longer exist when requesting the removal of a school crossing.
5. Notify the Patrol Services Bureau's Operational Development Unit and immediately email copy of **Typed Letterhead** direct.
6. Assign school crossing guard to school crossing as follows:
  - a. One half hour before, to ten minutes after morning assembly.
  - b. From beginning of lunch period until ten minutes after.
  - c. Fifteen minutes prior to, and continuing until final dismissal.
  - d. During scheduled fire drills and/or early dismissals.

### NOTE

*Request school authorities to notify desk officer sufficiently in advance of fire drills and/or early dismissals.*

7. Provide written list to individual school principals designating only those specific crossings that will be covered.
8. Post list of crossings on bulletin board, indicating times of required coverage.
9. Advise school crossing guards, in advance, when school will not be in session.
10. Direct school crossing guards to notify the desk officer, in person, by telephone or by competent messenger, at least two hours PRIOR to scheduled crossing when reporting sick.
11. Cover more hazardous crossings when all crossings cannot be covered.
12. Have school authorities notified when crossing cannot be covered.
13. Direct members of the service to notify desk officer when school crossing guard is absent from crossing.

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- DESK OFFICER**
14. Ascertain whether absence of school crossing guard from assigned crossing is legitimate or neglect of duty.
  15. Assign police officer, if available, to cover crossing.
  16. Notify school authorities when crossing cannot be covered because of insufficient personnel.
    - a. Request assignment of a member of school staff to cover crossing.
  17. Enter notification in Telephone Record.
  18. Report facts of school crossing guard's absence to commanding officer.
    - a. File copy of report in personal folder of guard concerned.

**ADDITIONAL  
DATA**

*School crossing guards WILL NOT be assigned any duty other than school crossings.*

*Whenever a school crossing must be covered during periods other than those specified in step "6," a uniformed member of the service will be assigned.*

*If, for any reason, a crossing is to be uncovered for an extended period of time, or consideration given to elimination of the crossing, the commanding officer will:*

- a. *Notify the school principal, local school district and other interested parties or groups*
- b. *Submit request to Chief of Patrol, through channels, including reason(s) for request*
- c. *Maintain required coverage at the crossing until Chief of Patrol authorizes elimination.*



## ADMINISTRATIVE GUIDE

Section: Employee Rights/Responsibilities		Procedure No: 332-17
<b>UNION RELEASE TIME</b>		
DATE EFFECTIVE: 12/14/22	LAST REVISION: I.O. 121	PAGE: 1 of 3

### PURPOSE

To allow union representatives time to conduct labor activities.

### DEFINITIONS

FULL RELEASE - Permits a union representative to engage in authorized union activities full time without loss of pay.

PARTIAL RELEASE - Permits a union representative to devote a regular part of job time to authorized union activities without loss of pay.

AD HOC RELEASE - Permits a union representative to conduct union activities for a specific situation or purpose with or without loss of pay.

### PROCEDURE

When a union representative requests release time for union activities:

### COMMANDING OFFICER/ SUPERVISORY HEAD

1. Ascertain whether union representative is certified by the Deputy Commissioner, Labor Relations for FULL, PARTIAL OR AD HOC release time.
2. Assign FULL and PARTIAL release time representatives to Day Squad duty hours.

### NOTE

*Although uniformed union delegates at unit commands are considered PARTIAL RELEASE representatives, they will be treated as, and guided by provisions for, AD HOC RELEASE representatives.*

### MEMBER OF THE SERVICE

3. Prepare **Digital Leave of Absence Request** as indicated:
  - a. FULL RELEASE
    - (1) Submit an electric copy at least five days prior to beginning of each month
    - (2) Indicate number of work days from 0001 hours, the first day of the month, until 2400 hours, the last day of the month
    - (3) Check box "Full Pay"
    - (4) Enter "Full Release Under E.O. 75" and member's union title under "REASONS."
  - b. PARTIAL RELEASE
    - (1) Submit an electric copy at least five days prior to scheduled release time
    - (2) Indicate tour(s) or hours authorized
    - (3) Check box "Full Pay"
    - (4) Enter "Partial Release Under E.O. 75" and member's union title under "REASONS."
  - c. AD HOC RELEASE
    - (1) Submit an electric copy at earliest opportunity
    - (2) Indicate tour(s) or hours requested

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### MEMBER OF THE SERVICE (continued)

- (3) Do NOT check either “No Pay” or “Full Pay” box
- (4) Enter “Ad Hoc Release-E.O. 75.” union designation, particular activity and authority for release, e.g., FINEST or telephone message, under "REASONS."

#### NOTE

*Civilian members of the service with the capability to enter leave of absence requests direct into CityTime, are also required to prepare a Digital Leave of Absence Request.*

*An alternate delegate requesting release time will indicate certified delegate's name and reason such delegate is unable to attend. Uniformed union alternate delegates may be released only when the certified delegate is on sick report, or has a scheduled court appearance, or is on vacation out of the city.*

### MEMBER OF THE SERVICE

4. Submit to commanding officer/supervisory head, NO LATER THAN FIVE DAYS AFTER END OF EACH MONTH, two copies of **City of New York, Labor Management Joint Activity Report (OMLR-28)**, including:
  - a. Released under E.O. 75 with or without pay
  - b. Vacation leave
  - c. Other leaves, with or without pay
  - d. Sick leave.

#### NOTE

Negative reports will be submitted.

5. Do NOT use abbreviations not readily understood by persons outside the Department, e.g., IAB, CCRB, PBBS, etc.

### COMMANDING OFFICER/ SUPERVISORY HEAD

6. Review **Digital Leave of Absence Request** and **City of New York, Labor Management Joint Activity Report(s)** for accuracy.
7. Verify and attest to accuracy of entries re: annual leave, sick leave and/or other authorized leaves of absence by signing name below delegate's signature on monthly **City of New York, Labor Management Joint Activity Report**.
8. Ensure that member is NOT granted overtime payments, compensatory time or meal allowance in connection with union release time excusal.

#### NOTE

*All Ad Hoc requests for leave with pay under Executive Order 75 will be approved only with authorization from the Deputy Commissioner, Labor Relations by a FINEST or telephone message. Any other Ad Hoc leave under Executive Order 75 without such authorization shall be deducted from the member's leave balance.*

10. Forward to Deputy Commissioner, Labor Relations:
  - a. An electronic copy of the **Digital Leave of Absence Request** and **City of New York, Labor Management Joint Activity Report(s)** for FULL and/or PARTIAL RELEASE representatives, not later than the tenth day of each month.



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**COMMANDING  
OFFICER/  
SUPERVISORY  
HEAD  
(continued)**

- b. Original **Digital Leave of Absence Request** for AD HOC RELEASE representatives, no later than one week after approval.
- 11. File duplicate copies in member's personal folder.
- 12. Submit report to the Deputy Commissioner, Labor Relations identifying those members who fail to submit proper reports.
  - a. The Deputy Commissioner, Labor Relations will notify commanding officers/supervisory heads of what action, if any, is to be taken when members fail to submit required reports. Such action may include de-certification and loss of pay for the period in question.

**ADDITIONAL  
DATA**

*The Deputy Commissioner, Labor Relations will resolve all questions pertaining to union release time representatives.*

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## PATROL GUIDE

Section: Command Operations		Procedure No: 212-90
<b>GUIDELINES FOR INTERACTION WITH LIMITED ENGLISH PROFICIENT (LEP) PERSONS</b>		
DATE EFFECTIVE: 12/02/22	LAST REVISION: I.O. 116	PAGE: 1 of 7

### PURPOSE

To provide interpretation/translation services for members of the public in the field and at Department facilities.

### SCOPE

Accurate interpretation/translation of foreign languages is important to providing police services. In furtherance of this, the Department provides two enhanced communication capabilities entitled, “Language Line Service” and “Language Initiative Program” for members of the service to accurately communicate with the diverse non-English speaking communities of New York City and enhance criminal investigations and intelligence gathering. This procedure is limited to the use of foreign language interpretation/translation services. When a member of the service has cause to interact with an individual who is Deaf or hard of hearing, the provisions of *P.G. 212-104, “Interaction with Persons who are Deaf or Hard of Hearing,”* should be followed.

### DEFINITIONS

**BILINGUAL MEMBER OF THE SERVICE** – An employee who is able to communicate effectively in a foreign language, or American Sign Language, in addition to English.

**CERTIFIED DEPARTMENT INTERPRETER** – A member of the service who has been tested and certified as being proficient in a foreign language, or American Sign Language.

**EXIGENT CIRCUMSTANCES** – Situations requiring immediate action, such as a threat to life, safety, property, fleeing suspect, or the potential loss or destruction of evidence (e.g., physical loss of property, witness or victim, etc.).

**INTERPRETATION** – The facilitating of oral or sign language communication, either simultaneously or consecutively between users of different languages.

**LANGUAGE INITIATIVE PROGRAM** – A corps of interpreters who can be called upon to interpret or translate foreign languages for investigative or other police purposes. Interpreters from the Language Initiative Program may be requested by contacting the Operations Unit.

**LANGUAGE LINE SERVICE** – A certified interpreter can be accessed in over 100 languages, twenty-four hours a day/seven days a week, via the Language Line Service on a Department smartphone, CISCO landline, or the dual handset telephone located in every precinct complaint room, detective squad, police service area (PSA) and transit district complaint room.

**LIMITED ENGLISH PROFICIENT (LEP)** – Refers to those individuals whose primary language is not English and who are unable to effectively read, write, speak or understand English.

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### DEFINITIONS (continued)

**ESSENTIAL PUBLIC DOCUMENTS** – For the purposes of this procedure, are documents most commonly distributed to the public which contain or elicit important and necessary information regarding the provision of basic City services. Essential public documents must be translated into all designated Citywide languages as defined by §23-1101 of the New York City Administrative Code.

**TRANSLATION** – The replacement of a written text from one language into an equivalent written text in another language.

### PROCEDURE

When a member of the service encounters a Limited English Proficient (LEP) person(s) and the services of an interpreter are necessary:

### MEMBER OF THE SERVICE

1. Determine the primary language of the LEP person(s) through any of the following:
  - a. Present the poster entitled “**FREE INTERPRETATION SIGN (SP 487)**,” Activity Log inserts entitled “**I SPEAK... (PD112-121)**” and “**PRIMARY LANGUAGE IDENTIFIER (PD312-091)**,” or the card entitled “**PRIMARY LANGUAGE IDENTIFIER – DETECTIVE BUREAU (PD312-091A)**,” as appropriate, to the LEP person(s) and encourage them to indicate the language needed, or
  - b. Contact Language Line Service for assistance, or
  - c. Ascertain the LEP person(s)’ country of origin, if necessary, and request the Operations Unit research the language spoken in that country.
2. Determine if a bilingual member of the service is readily available (on scene, on duty within command, etc.) to interpret and whether their use is appropriate. Preference should be given to a readily available certified Department interpreter.

### NOTE

*The Department encourages members of the service who possess language skills to use their ability to speak a foreign language during the course of their work. The use of bilingual members as interpreters allows the Department to provide the public with a timelier and personalized response, while simultaneously reducing inconvenience to LEP person(s).*

*A bilingual non-certified member of the service may interpret in non-domestic violence related incidents, if they reasonably believe that their level of language proficiency is sufficient to accurately interpret given the totality of the circumstances surrounding the LEP person’s interaction with the police. In domestic violence incidents, officers must use a certified Department interpreter or the Language Line Service to verify the details of the domestic violence incident.*

*If at any time during the interpretation the member determines that their level of language proficiency is insufficient to complete the interpretation, the Language Line Service or a certified Department translator must be used.*

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### MEMBER OF THE SERVICE (continued)

3. If a bilingual member of the service is not readily available, but a bilingual member of the public is readily available, determine whether the individual is willing to interpret, and whether their use is appropriate.
  - a. Document bilingual member of the public's contact information, if utilized, in digital **Activity Log**.

### NOTE

*There are many exigent circumstances when the Department may need to utilize bilingual members of the public to assist in providing immediate services to LEP person(s). In addition, it may also be appropriate to use a bilingual member of the public to interpret during a non-emergency encounter, if the use of such an interpreter will expedite the delivery of police services without adversely impacting the quality of the services provided.*

*When considering whether to use a bilingual member of the public, the member of the service should weigh four factors to determine if the use of the non-member of the service interpreter is appropriate:*

- a. *The nature and importance of the police services being provided,*
- b. *The apparent capacity of the interpreter,*
- c. *The apparent impartiality of the interpreter, and*
- d. *The sensitivity/confidentiality of the topic.*

*Members of the service are reminded that bystanders are not required to follow Department guidelines/procedures. They cannot be prevented from sharing information learned during the course of the interpretation with third parties. Bystanders may inadvertently compromise an ongoing investigation. Accordingly, bystanders should be used as a last resort in investigations regarding alleged criminal incidents. Moreover, information obtained via a bystander in a criminal investigation should be verified using a certified Department or Language Line Service interpreter to confirm information obtained, whenever practical.*

*During domestic violence incidents, members of the service should avoid using bystanders and family members to interpret in order to preserve privacy and minimize the risk of faulty interpretation due to fear of arrest of a family member or other personal biases. They may be **temporarily** used for interpretation to stabilize the scene and gather preliminary information. However, responding officers must use a certified member of the service or the Language Line Service to verify the details of the domestic violence incident before finalizing the job.*

*The alleged offender in any type of incident, including domestic violence, should not be used as an interpreter. Using an alleged offender to interpret may increase the risk of purposeful misinterpretation and gives them control of the situation. As with all interviews, to the extent possible, the victim and offender should be interviewed separately and in a private setting. Victims may be reluctant to reveal details of an incident if the victim believes the offender may overhear the statement.*

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**NOTE**  
(continued)

*As possible victims or witnesses to an incident, a child should be interviewed, however, whenever feasible, a child should not be used as an interpreter for any kind of police incident, including domestic violence. Some words and concepts are difficult for a child to understand and translate into another language. Interviewees are not likely to be forthcoming if a child is used to interpret, and will be especially hesitant to reveal details of a sexual assault to a police officer through a child.*

**IF THE LANGUAGE LINE SERVICE IS REQUIRED IN THE FIELD:**

**MEMBER OF  
THE SERVICE**

4. Utilize a Department smartphone to access the Language Line Service.

**NOTE**

*In many cases, other than for ongoing investigations and document translation, an efficient method of obtaining interpretation services is through the use of the Language Line Service. Therefore, uniformed members of the service **MUST** have their Department issued smartphone easily accessible at all times while on patrol.*

*The use of a speaker-phone feature can enhance the effectiveness of the Language Line Service interpretation and eliminate the need for the LEP individual to handle the telephone. Members of the service are cautioned that utilizing the speaker-phone feature may enable others to listen in on the communication. Members of the service should take precautions to prevent third parties from overhearing the conversation.*

**IF THE LANGUAGE LINE SERVICE IS UTILIZED AT A DEPARTMENT FACILITY:**

**DESK  
OFFICER/  
SUPERVISOR**

5. Direct a member of the service to access the Language Line Service via the dual handset telephone. If the dual handset is not available, direct member of the service to access the Language Line Service from any telephone including a Department smartphone or CISCO landline.

**MEMBER OF  
THE SERVICE**

6. Utilize the dual handset telephone to access the Language Line Service whenever possible as it maximizes privacy.

**NOTE**

*Any telephone, including a Department smartphone, with its speaker phone feature may be used to access the Language Line Service.*

**IF THE LANGUAGE INITIATIVE PROGRAM IS UTILIZED:**

**MEMBER OF  
THE SERVICE**

7. Advise immediate supervisor of the need for an interpreter/translator.

**SUPERVISOR,  
MEMBER OF  
THE SERVICE  
CONCERNED**

8. Notify the Operations Unit and request available interpreter/translator.
  - a. Provide the following information, if possible:
    - (1) Whether or not emergency circumstances exist,
    - (2) Name of language and specific dialect,
    - (3) Whether request is for speaking, reading or writing ability, and
    - (4) Name and callback number.

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**NOTE** *The Department's certified interpreter list is available through the Operations Unit twenty-four hours a day/seven days a week.*

- OPERATIONS UNIT MEMBER**
9. Ascertain from available database a list of all registered translators and interpreters.
  10. Contact a registered interpreter/translator and advise them of the need for their services.
  11. Instruct registered interpreter/translator selected to call the on-scene supervisor to ensure linguistic ability is adequate for the situation at hand.
  12. Notify the Intelligence Division, Criminal Intelligence Section of all inquiries made into the Language Initiative Database.

**NOTE** *Operations personnel should seek to rely on the foreign language skills of those personnel who are certified as being proficient in the foreign language requested.*

*Preference shall be given to the use of on-duty members. If no certified Department interpreter is available within the precinct, a certified Department interpreter who is available within the borough should be sought.*

*In routine or non-emergency situations, the duty captain or commanding officer of the requesting supervisor will review and authorize any request which will result in overtime or recall of an off-duty member of the service. In emergency circumstances, overtime or recall of an off-duty member of the service will be authorized by the Operations Unit supervisor.*

- SUPERVISOR, MEMBER OF THE SERVICE CONCERNED**
13. Confer with registered interpreter/translator selected regarding their ability to communicate in the language requested.
    - a. If registered interpreter/translator selected is not suitable, notify Operations Unit to select an alternate interpreter/translator.

- OPERATIONS UNIT**
14. Authorize response of interpreter/translator selected, and their desk officer/counterpart.

- SUPERVISOR REQUESTING INTERPRETER/TRANSLATOR**
15. Submit a brief report, in triplicate, on **Typed Letterhead** to Chief of Personnel, and include the following:
    - a. Identify member of the program utilized,
    - b. Describe translation/interpretation duties performed,
    - c. Indicate actual time spent on such duties, and
    - d. Specify any noteworthy performance or initiative, and whether member demonstrated any other special aptitude or ability.

**NOTE** *A notification to the Operations Unit is required when certified Department interpreters are utilized by their own commands ("in-house" translations) to interpret or translate in the course of police duties.*

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### IN ALL CASES WHEN AN INTERPRETER IS USED:

#### MEMBER OF THE SERVICE

16. Record the identity of an interpreter (bilingual member of the service, bilingual member of the public, Language Line Service, or a certified Department interpreter) utilized during a police incident in digital **Activity Log**. In addition, indicate the identity of the interpreter on any relevant Department record prepared (**COMPLAINT REPORT WORKSHEET [PD313-152A]**, **ON LINE BOOKING SYSTEM ARREST WORKSHEET [PD244-159]**, **New York State Domestic Incident Report [DCJS-3221]**, etc.) under the appropriate captions or in the Details/Narrative section, as appropriate.

### IF IN-PERSON TRANSLATOR IS REQUIRED FOR PRE-PLANNED EVENTS:

#### COMMANDING OFFICER/ SUPERVISORY HEAD

17. Prepare request on **Typed Letterhead** to Chief of Personnel, and include all pertinent details regarding pre-planned event.
18. Forward request, through channels, to Chief of Personnel.

### IF DOCUMENT TRANSLATION IS REQUIRED:

#### COMMANDING OFFICER/ SUPERVISORY HEAD

19. Comply with A.G. 322-39, "Translation of Department Written Material."
20. Ensure that essential public documents are translated, as required.

#### ADDITIONAL DATA

*When determining whether or not the person requires language assistance services, the member of the service must consider both the nature and importance of the police services being provided in addition to the person's apparent capacity to comprehend and communicate in English. A person who is considered LEP may require interpretation or translation services in one situation, but may not require those services in a different situation. For example, a person with a limited ability to understand English may be able to interact effectively with the police at the scene of a motor vehicle collision, but not be able to interact effectively with the police during a homicide investigation, due to the complex characteristics and intricacies of such an incident. If doubt exists regarding whether a person requires language assistance services, or if the person requests an interpreter, the person should be considered LEP and this procedure complied with.*

*Unit commanders should consider the members' certification or qualification status whenever members are utilized to translate or interpret. Members being assigned to perform interpretation for investigative assignments (e.g., wiretaps, interviews, debriefings, custodial interrogations, etc.) or translation duties should be certified Department interpreters. Whenever interpretation for an investigative assignment or translation skills are required, supervisors should consult the Department list of certified interpreters at the precinct or through the Operations Unit to determine if a certified member is available to perform the needed duties. It is recommended that certified members of the Language Initiative Program be used for custodial interrogations. However, not every language is represented under the Language Initiative Program. Use of non-certified members for investigative assignments in non-emergency situations must be approved by a uniformed supervisor.*



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**RELATED  
PROCEDURES**

*Interaction with Persons who are Deaf or Hard of Hearing (P.G. 212-104)*  
*Requests for U Visa Certifications and/or T Visa Declarations (P.G. 212-111)*  
*Translation of Department Written Material (A.G. 322-39)*

**FORMS AND  
REPORTS**

**COMPLAINT REPORT WORKSHEET (PD313-152A)**  
**FREE INTERPRETATION SIGN (SP 487)**  
**I SPEAK... (PD112-121)**  
**ON-LINE BOOKING SYSTEM ARREST WORKSHEET (PD244-159)**  
**PRIMARY LANGUAGE IDENTIFIER (PD312-091)**  
**PRIMARY LANGUAGE IDENTIFIER – DETECTIVE BUREAU (PD312-091A)**  
**New York State Domestic Incident Report (DCJS-3221)**  
**Typed Letterhead**

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## PATROL GUIDE

Section: Aided Cases		Procedure No: 216-12
<b>SCHOOL CROSSING GUARD INJURED WHILE PERFORMING DUTY</b>		
DATE EFFECTIVE: 10/18/16	LAST REVISION:	PAGE: 1 of 2

- PURPOSE** To maintain a record of a school crossing guard injured while performing duty.
- PROCEDURE** When a school crossing guard is injured in the line of duty, follow normal aided case procedures and:
- UNIFORMED MEMBER OF THE SERVICE**
1. Request patrol supervisor to respond.
- PATROL SUPERVISOR**
2. Investigate circumstances.
  3. Interview the school crossing guard.
    - a. Obtain name of hospital, attendant and doctor, if removed to a hospital.
  4. Notify the Operations Unit promptly, if the member of the service injured requires hospital treatment.
    - a. An additional notification to the Operations Unit is also required before final reports are prepared to update Operations of the status of the injured member of the service.
- NOTE** *This notification is in addition to, and does not preclude the requirement for other notifications to Operations as indicated elsewhere in this procedure.*
5. Have school crossing guard prepare, in own handwriting, if possible, two copies of **Employee's Notice of Injury (Law Department Form WCD 23)** and submit to commanding officer of precinct of occurrence.
  6. Interview the witnesses and request them to prepare **WITNESS STATEMENT - INJURY TO MEMBER OF DEPARTMENT (PD429-065)**.
  7. Direct uniformed member of the service to prepare **Police Accident Report (MV104AN)**, if vehicle is involved, OR **AIDED REPORT** in all other cases.
  8. Report circumstances to the desk officer.
- DESK OFFICER**
9. Make Command Log entry regarding circumstances of incident and results of investigation.
  10. Notify Employee Resources Section, Civilian Employee Services Unit during next business day and Operations Unit within twenty-four hours.
  11. Prepare **Typed Letterhead** explaining circumstances and deliver to commanding officer with a copy of Command Log entry attached.
- COMMANDING OFFICER**
12. Forward two copies of the **Typed Letterhead** with the two copies of the **Employee's Notice of Injury** and the **WITNESS STATEMENT - INJURY TO MEMBER OF THE DEPARTMENT**, if any, to Employee Resources Section (Attention: Civilian Employee Services Unit).

## PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
216-12	10/18/16		2 of 2

- COMMANDING OFFICER (continued)**
13. Keep school crossing guard on payroll, without pay, from time of injury until return to duty, and cause **Election of Rate of Change Against Annual and/or Sick Leave Balances** form to be prepared.
  14. Notify Employee Resources Section, Civilian Employee Services Unit when school crossing guard returns to duty and every subsequent time that the guard reports sick and returns to duty as a result of the injury.
  15. Direct that **Supervisor's Report of Injury (Law Department Form 201)** be prepared within forty-eight hours after occurrence.
  16. Direct that **Report to Employee Benefits Unit (Form E)** be prepared.

**RELATED PROCEDURES**

*Aided Cases General Procedure (P.G. 216-01)*  
*Vehicle Collisions - General Procedure (P.G. 217-01)*  
*Civilian Member - Injury (A.G. 319-15)*

**FORMS AND REPORTS**

**AIDED REPORT**  
**WITNESS STATEMENT- INJURY TO MEMBER OF DEPARTMENT (PD429-065)**  
**Election of Rate of Change Against Annual and/or Sick Leave Balances Form**  
**Employee's Notice of Injury (Law Dept. Form WCD 23)**  
**Police Accident Report (MV104AN)**  
**Report to Employee Benefits Unit (Form E)**  
**Supervisor's Report of Injury (Law Dept. Form 201)**  
**Typed Letterhead**



## OPERATIONS ORDER

SUBJECT: <b>SCHOOL CROSSING GUARD BASEBALL-STYLE HAT</b>	
DATE ISSUED:	NUMBER:
<b>12-20-16</b>	<b>60</b>

1. The currently authorized school crossing guard hat is being phased out. The old hat (below left) will no longer be available for purchase but may continue to be worn by school crossing guards who already possess one. The new hat (below right) will be a baseball-style hat with a blue bill and white top, with the standard crossing guard patch centered above the bill. All newly hired school crossing guards will be required to wear the baseball-style hat. Veteran school crossing guards have the option to purchase the new hat as a replacement for their current hat.

2. Commanding officers will ensure that the contents of this Order are brought to the attention of members of their commands.

**BY DIRECTION OF THE POLICE COMMISSIONER**

### DISTRIBUTION

All Commands



Old hat



New hat

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## OPERATIONS ORDER

SUBJECT: **PILOT PROGRAM – SCHOOL CROSSING GUARD LEVEL II  
IN PATROL BOROUGH QUEENS SOUTH**

DATE ISSUED:

NUMBER:

**03-21-17**

**14**

1. In order to increase operational efficiency and oversight of civilian members of the service assigned as school crossing guards, the Department is implementing a School Crossing Guard Level II Pilot Program in Patrol Borough Queens South. Members assigned as school crossing guard level IIs will be tasked with supervising school crossing guards, ensuring priority school crossing posts are covered during morning and afternoon crossings, and coordinating daily activities and record keeping of school crossing guards (e.g., attendance, payroll, etc.).

2. Therefore, effective immediately, members of the service will comply with the following procedure relating to school crossing guards while assigned to Patrol Borough Queens South:

**PURPOSE** To provide safe crossing for children at school crossings and to ensure proper performance of duty by school crossing guards.

**PROCEDURE** When assigned duties relating to school crossing guards in Patrol Borough Queens South:

**PRECINCT  
COMMANDING  
OFFICER/  
EXECUTIVE  
OFFICER**

1. Survey all proposed school crossings within command when determining the necessity for a school crossing and to ensure proper coverage.
2. Establish a list in priority order, of the most hazardous crossings and provide copy of list to school crossing guard level IIs assigned to command.
3. Prepare report of facts on **Typed Letterhead**, and forward through channels, to Chief of Patrol when requesting establishment of new school crossings, change in hours of coverage, or the elimination of an existing school crossing.
4. Provide written list to individual school principals designating the specific crossings that will be covered.
5. Request school authorities to notify school crossing guard level IIs sufficiently in advance of fire drills and/or early dismissals.
6. Recommend approval or disapproval of all transfer requests from school crossing guards and forward **APPLICATION FOR TRANSFER (PD406-041)** to Personnel Officer, Patrol Services Bureau.
7. Report change of assignment of school crossing guard, AFTER approval of Chief of Patrol is obtained, to patrol borough commander and Human Capital Division, Staffing Administration Section.
8. Designate precinct traffic safety sergeant to oversee school crossing guard level IIs.

**TRAFFIC  
SAFETY  
SERGEANT**

9. Coordinate daily activities and record keeping of school crossing guard level IIs assigned to command.
10. Visit and inspect school crossing guard level IIs.

**TRAFFIC  
SAFETY  
SERGEANT  
(continued)**

11. Ensure Department vehicles assigned to school crossing guard level IIs are returned to the command during unpaid meal period and at end of tour.
12. Inform commanding officer/executive officer of any discrepancies regarding attendance and performance of school crossing guard level IIs.
13. In absence of school crossing guard level II, ensure school crossing guards are assigned and inspected.

**SCHOOL  
CROSSING  
GUARD LEVEL  
II**

14. Obtain a list, in priority order, of the most hazardous crossings from commanding officer/executive officer.
15. Coordinate daily activities and record keeping of school crossing guards assigned to command.
16. Visit and inspect all school crossing guards on assigned post daily.
17. Sign **MEMORANDUM PAD (PD112-141)** of school crossing guard and enter time of visit and inspection.
18. Direct school crossing guard to:
  - a. Maintain a **MEMORANDUM PAD**
  - b. Enter date, tour, and assignment on each day of duty and record all action taken, including reports of violations by motorists
  - c. Report any absence from assignment and reason
  - d. Sign **MEMORANDUM PAD** with full name at expiration of each tour of duty
  - e. Start next day's page on same sheet, if entire sheet was not used the previous day
  - f. Return used **MEMORANDUM PAD** to school crossing guard level II with all pages intact
  - g. Call attention of school crossing guard level II to entry in **MEMORANDUM PAD** of any action taken or absence from assignment.
19. Issue new **MEMORANDUM PAD** and file used pad alphabetically by school crossing guard's surname.
20. Maintain a **MEMORANDUM PAD**, as indicated in step "18" above.
21. Instruct school crossing guard to:
  - a. Regulate traffic in accordance with traffic signals
  - b. Stop traffic to permit children to cross if there are no traffic signals
  - c. Regulate traffic only as necessary to escort children safely across the street
  - d. Remain on sidewalk near curb when not assisting children across the street
  - e. Request response of uniformed members of the service immediately, whenever a person is injured, a collision occurs at a crossing, or any other incident occurs requiring a police response



**SCHOOL  
CROSSING  
GUARD LEVEL  
II  
(continued)**

- (1) Make **MEMORANDUM PAD** entry of incident and/or observed violation including license plate number, description of vehicle and person (**DO NOT** attempt to stop vehicle or violator)
- f. Carry copy of Traffic Regulations while on duty
- g. Be familiar with Traffic Regulations and Vehicle and Traffic Law.
22. Return assigned vehicle immediately to command for duration of unpaid meal period and at end of tour.
23. Inform traffic safety sergeant of any discrepancies regarding attendance and performance of school crossing guards.
24. Ascertain times of morning assembly, lunch period (if any), and final dismissal.
25. Assign school crossing guard to school crossing as follows:
  - a. Thirty minutes prior, to ten minutes after morning assembly
  - b. From beginning of lunch period until ten minutes after lunch period
  - c. Fifteen minutes prior to, and continuing until final dismissal
  - d. During scheduled fire drills and/or early dismissals.
26. Post list of school crossings in vicinity of desk, indicating times of required coverage.
27. Advise school crossing guards, in advance, when school will not be in session.
28. Direct school crossing guard to notify command, in person, by telephone or by competent messenger, at least two hours **PRIOR** to scheduled crossing when reporting sick, and comply with A.G. 319-14, "*Civilian Member – Reporting Sick.*"
29. Assign school crossing guards from reserve pool to more hazardous crossings when all crossings cannot be covered with permanent posts.
  - a. If a sufficient number of school crossing guards are not available, notify school authorities and request a member of school staff to cover crossing
  - b. Enter notification in Telephone Record
  - c. When all crossings still cannot be covered, school crossing guard level II will cover post
  - d. Notify desk officer and request a police officer cover school crossing when post still cannot be covered
  - e. Ascertain whether absence of school crossing guard from assigned crossing is legitimate or neglect of duty.
30. Report facts of school crossing guard's absence to traffic safety sergeant, and file copy of report on **Typed Letterhead** in personnel folder of school crossing guard concerned.
31. Make appropriate notifications and ensure proper documentation is prepared if school crossing guard is unable to report for duty.
32. When a newly appointed school crossing guard reports to precinct of assignment, ensure school crossing guard is instructed on:

**SCHOOL  
CROSSING  
GUARD LEVEL  
II  
(continued)**

- a. Hours of duty, location of crossing, and general regulations as indicated in *A.G. 319-01, "School Crossing Guard - General Regulations"*
  - b. Check uniforms and equipment
  - c. Work one tour with newly assigned school crossing guard at crossing
  - d. Instruct school crossing guard to report directly to assigned crossing
  - e. Reassign school crossing guard to another authorized crossing, only AFTER approval of Chief of Patrol is obtained.
33. When a school crossing guard desires a transfer, have requesting school crossing guard submit **APPLICATION FOR TRANSFER** to commanding officer/executive officer, specifying:
- a. Precinct desired
  - b. New crossing desired (if known).
34. Submit **School Post Report**, using electronic template provided by the Patrol Services Bureau, by no later than the 15<sup>th</sup> of each month.
35. Survey school crossing guards to determine which guards wish to work during the summer and forward list to Patrol Services Bureau, through channels, as directed.
36. Submit names and tax numbers of school crossing guards who return to work following summer break to the Health Insurance Section, direct, as appropriate.
37. Assist in the command's recruitment efforts for school crossing guards:
- a. Refer interested persons to website maintained by the Recruitment Section
  - b. Direct applicants to complete **SCHOOL CROSSING GUARD APPLICATION (PD453-041)**
  - c. Conduct preliminary interviews of applicants and make recommendations to the commanding officer/executive officer
  - d. Request that a uniformed member of the service check Department databases to ensure applicants have no outstanding warrants.
38. Maintain a file of completed **APPLICATION(S)** at command.
39. Submit names of applicants to the Patrol Services Bureau, through channels, as directed.
40. Ensure that school crossing guard recruitment posters are displayed in the command's reception area and are visible to the public.
41. Confer with traffic safety sergeant to ensure annual evaluations are prepared for school crossing guards.
- DESK OFFICER** 42. When notified by school crossing guard level II that all crossings cannot be covered by school crossing guards and/or members of school staff, assign a police officer, if available, to cover crossing.

**SCHOOL  
CROSSING  
GUARD**

43. Report punctually for duty and cover assigned crossing during designated times.
44. Communicate with precinct each work day, prior to reporting for first crossing, as directed by school crossing guard level II.
45. Be fit, competent, clean, and neat while on duty.
46. Be tactful and courteous when dealing with school authorities and public.
47. Do not drink intoxicants or smoke while on duty.
48. Do not carry package, umbrella, cane, etc., except in the performance of duty.
49. Do not authorize use of a photograph in uniform, or mentioning of membership in the Department for a commercial advertisement.
50. Limit authorized or posed photograph in uniform to those reflecting credit on the Department.
51. Tender hand salute prescribed by U.S. Army regulations to:
  - a. The Police Commissioner or deputy commissioner in civilian clothes
  - b. Supervisors in uniform.
52. Do not leave assigned crossing except in discharge of duty or for personal necessity.
53. Notify school crossing guard level II when leaving crossing for any reason and make entry in **MEMORANDUM PAD** of time leaving, premises entered and reason.
54. Report for assigned duty unless sick, injured, or excused.
55. Request sick leave only when unable to perform duty due to sickness or injury.
56. Notify command at least two hours prior to scheduled crossing when reporting sick.
57. Notify school crossing guard level II by telephone of the time and date of return to duty from sick report, as soon as this information becomes available.
  - a. School crossing guard will be transferred to Military and Extended Leave Desk if on sick report, without pay, for thirty calendar days or more.
  - b. Failure to appear for duty on five consecutive tours without notification to the school crossing guard level II will result in suspension.
  - c. Requests for extended leave of absence without pay will be forwarded to the Chief of Personnel, through channels, for approval.
58. Notify school crossing guard level II IMMEDIATELY, and prior to first crossing, if unable to report for duty.
  - a. Notify precinct desk officer, if unable to reach school crossing guard level II.
59. Request response of uniformed members of the service immediately, whenever a person is injured, a collision occurs at a crossing, or any other incident occurs requiring a police response.

**OPERATIONS ORDER NO. 14**

**SCHOOL  
CROSSING  
GUARD  
(continued)**

- a. Make **MEMORANDUM PAD** entry of incident and/or observed violation including license plate number, description of vehicle and person (**DO NOT** attempt to stop vehicle or violator).

**ADDITIONAL  
DATA**

*School crossing guards WILL NOT be assigned any duty other than school crossings.*

*Whenever a school crossing must be covered during periods other than those indicated in step 25 above, a uniformed member of the service will be assigned, if available.*

*If, for any reason, a crossing is to be uncovered for an extended period of time, or consideration given to elimination of the crossing, the commanding officer will:*

- a. *Notify the school principal, local school district and other interested parties or groups*
- b. *Submit request to Chief of Patrol, through channels, including reason(s) for request*
- c. *Maintain required coverage at the crossing until Chief of Patrol authorizes elimination.*

**RELATED  
PROCEDURES**

*School Crossing Guard – General Regulations (A.G. 319-01)  
School Crossing Guard – Assignment (A.G. 319-03)  
School Crossing Guard Transfer Request (A.G. 319-04)  
School Crossing Guard – Memorandum Pad (A.G. 319-06)  
School Crossing Guard – Regulating Traffic (A.G. 319-07)  
Civilian Member – Reporting Sick (A.G. 319-14)*

**FORMS AND  
REPORTS**

**APPLICATION FOR TRANSFER (PD406-041)**  
**MEMORANDUM PAD (PD112-141)**  
**SCHOOL CROSSING GUARD APPLICATION (PD453-041)**  
*School Post Report*  
*Typed Letterhead*

3. Commanding officers will ensure that the contents of this Order are brought to the attention of members of their commands.

**BY DIRECTION OF THE POLICE COMMISSIONER**

**DISTRIBUTION  
All Commands**



## OPERATIONS ORDER

SUBJECT: <b>EXCUSED ABSENCE FOR CANCER SCREENING</b>	
DATE ISSUED:	NUMBER:
<b>05-29-18</b>	<b>30</b>

1. In order to comply with recently amended Civil Service Law 159-b, and the Laws of 2016, Chapters 74 and 96, the Department will now authorize members of the service (uniformed and civilian) to take a paid leave excused absence to undergo a screening for cancer detection, not to exceed four hours per examination, on an annual basis (in a calendar year). As a result, Operations Order 41, series 2017, has been **REVOKED**.

2. Therefore, effective immediately, when a member of the service requests an excused absence for the purpose of undergoing a screening for cancer detection, the following procedure will be complied with:

**PURPOSE** To comply with Civil Service Law 159-b, and the Laws of 2016, Chapters 74 and 96, in which all City employees are entitled to an annual excused absence to undergo a screening for cancer detection.

**SCOPE** All members of the service are eligible for up to four hours of excused absence for cancer screening once in a calendar year. However, if a member uses less than four hours for a screening process, any unused time will not be credited, or allocated, to grant the member up to the full four hours of the excused absence.

Part-time eligible members of the service may take an excused absence for cancer screening, if it takes place during the member's scheduled work day.

Members of the service may utilize excused leave to undergo cancer screening without using accrued leave balances. If the excused member is absent for more than four hours for a screening, the additional time will either be unpaid, or may be charged to the appropriate category of accrued leave, if the member has such leave accrued, in accordance with Department policy.

Members of the service are eligible for excused absence to undergo a cancer screening immediately after hire, provided that the screening occurs on, or after, the date they start working.

Leave will be granted based on needs of the Department. Under no circumstances, may this leave be used for a screening that took place on a day or time outside of the member's regularly scheduled work hours.

**DEFINITIONS** ELIGIBLE EMPLOYEE – All employees of the City of New York who work a regular schedule, including part-time employees.

EXCUSED ABSENCE – A paid leave of absence that includes travel time to and from an applicable screening facility.

**DEFINITIONS (continued)**      EVENT CODE 4256 – Event code to be used for excused absence for cancer screening.

**PROCEDURE**      When an eligible member of the service requests an excused absence for the purpose of obtaining a cancer screening:

**MEMBER OF THE SERVICE**      1.      Notify commanding officer at least ten calendar days prior to taking leave, when requesting an excused absence for the purpose of a cancer screening.

**NOTE**      *This requirement may be waived at the discretion of the commanding officer.*

2.      Prepare **LEAVE OF ABSENCE REPORT (PD433-041)** and note in the “Reasons” section, “Excused Absence for Cancer Screening.”
3.      Provide documentation within fifteen calendar days of the screening on a doctor’s note or **Verification of Cancer Screening Form**, verifying that the purpose of the screening is for cancer detection.

**NOTE**      *The leave may be applied retroactively following receipt and verification of documentation.*

**TIMEKEEPER**      4.      Enter event code “4256” for cancer screening, and the appropriate amount of time in hours and minutes under the appropriate day on the member’s **Employee Time Report**.

**INTEGRITY CONTROL OFFICER**      5.      Periodically inspect time records to ensure there is no abuse of excused absences for cancer screening.

**ADDITIONAL DATA**      *Cancer screenings are not mandatory or essential for everyone. Employees are strongly encouraged to consult with their medical provider for information regarding these screenings and to review the benefits and risks associated with cancer screenings, as well as, guidance in determining how often to be screened. Any medical questions regarding this Order may be directed to the Occupational Health Assessment and Wellness Unit.*

*When members request an excused absence for the purpose of a cancer screening at the beginning of a tour, the member will report on duty upon arrival at screening location and be given a reasonable amount of time to travel back to command upon completion.*

*When members request an excused absence for the purpose of a cancer screening in the middle of a tour of duty, the member will be given a reasonable amount of time to travel to the screening location, complete the screening, and be given a reasonable amount of time to travel back to command.*

*When members request an excused absence for the purpose of a cancer screening near the end of a tour of duty, the member will be given a reasonable amount of time to travel to the screening location. Upon completion, the member will end the tour at the*

**ADDITIONAL  
DATA  
(continued)**

*screening location and will not be granted time to travel to his/her residence. If the screening is completed prior to the scheduled end of tour, the member must request lost time by calling the command.*

*A member must submit a request for lost time, if cancer screening commences after the start of tour, and the member elects to travel from their residence to the screening location, direct. Alternatively, a member may request a tour adjustment and begin the tour upon arriving at screening location, needs of the Department permitting.*

*A change of tour should not be granted for the sole purpose of ensuring a cancer screening occurs during Department time (i.e., an officer assigned to a midnight tour should not be granted a tour change to a day tour to attend an afternoon screening session).*

**FORMS AND  
REPORTS**

***LEAVE OF ABSENCE REPORT (PD433-041)***  
***Employee Time Report***  
***Verification of Cancer Screening Form***

3. Operations Order 41, series 2017, is hereby **REVOKED**.

4. Commanding officers will ensure that the contents of this Order are brought to the attention of members of their commands.

**BY DIRECTION OF THE POLICE COMMISSIONER**

**DISTRIBUTION**  
**All Commands**

# NOTES



# NOTES